



Public Works Committee Meeting
February 10, 2026 @ 5:30 PM
This meeting is recorded for public record.

Committee Members:

Bernie Flynn, Chair
Bryan Travis
Brian McGinnis

Interim Director of Public Works: Donald Anderson

Wastewater Director: Sean Mitchell

Director of Parks & Recreation: Keith Kurowski

Borough Manager: Sean Metrick

Public Works Committee Meeting:

I. Call to Order

II. Announcements

III. 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.

IV. Reports

A. Engineer's Report

B. Public Works

C. Wastewater

D. Parks & Recreation

E. Public Works Committee –Chair report – workplan and issues raised at prior meetings

V. Old Business

A. Discuss Public Works Facilities

B. Approve December 2025 meeting minutes

C. Discuss revising Chapter 62 Garbage, Rubbish and Refuse

VI. New Business

A. Motion to award the 2026 Shade Tree maintenance services contract to Tremendous Tree Services (attachment)

- B. Motion to award the 2026 Landscaping contract to Andrews Lawn and Landscaping. (attachment)
- C. Motion to award the 2026 Rain Garden Maintenance contract to Archewild. (attachment)
- D. Motion to reject all bids for the 2026 Shade Tree Planting contract
- E. Motion to award the 2026 Street Signs contract to National Highway Products. (attachment)
- F. Motion to reject all bids for the Traffic Signal Maintenance contract - bid opening January 2026
- G. Motion to award Traffic Signal Maintenance contract – bid opening February 6, 2026
- H. Motion to reject all bids for the 2026 Custodial Service contract - bid opening January 2026
- I. Motion to award the 2026 Custodial Service contract - bid opening February 6, 2026
- J. Motion to approve the CCSWA fee schedule for disposal of waste at LanChester Sanitary landfill, Honey Brook PA (attachments)
- K. Discuss updating Ordinance 104-32 to add street sweeping to the 200 block of Wollerton Street between S Darlington and S New Streets.

VII. Other Business

- A. Downtown West Chester and West Chester Borough partnership – tree wells and planting proposal. (attachment)

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.

MONTHLY ENGINEERING REPORT

TO: Sean Metrick, Borough Manager

FROM: Kelly Goff, PE, CFM, Consulting Engineer

RE: West Chester Borough
Monthly Engineering Report

DATE: February 4, 2026

The purpose of this memorandum is to provide a status update regarding various projects in the Borough. The following table provides a concise summary of high priority projects. A detailed engineer’s report is enclosed in Appendix A.

Project	Project Summary	Status Update
Gay Street Closure Project	The Gay Street Closure Project is a project funded by the Chester County Revitalization Grant that will result in removable barricades along the Gay Street open air market.	RVE is reviewing submittals. The project is expected to be mobilized on April 15 and completed by September 15.
MS4 Permit Services	The Borough’s MS4 permit is a mandatory stormwater discharge permit under the Clean Water Act. The Borough is required to implement pollution-reducing practices for stormwater systems that discharge to surface waters.	RVE is conducting outfall inspections.
High & Linden Bus Shelter	The Borough received funding to install a bus shelter at the intersection of High & Linden.	RVE is working on permitting requirements with PennDOT.
Gay & High Improvements	This intersection is in poor condition. RVE is applying for a Highway Occupancy Permit (HOP) to take cores of the intersection in order to evaluate the subbase.	The HOP was approved. Cores are scheduled to be taken February 17 through March 10. Lane closures will be in effect.

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



Figure 1 – Rendering of Gay Street Closure Project



Figure 2 – Sample Rain Garden Curb Bump-out at Chestnut Intersection



Figure 3 – Outfall Inspections

Appendix A - Detailed Engineer's Report

1 GENERAL ENGINEERING & PLANNING SERVICES

1.1 Monthly Meetings (PCWBT020)

Progress meetings are held with RVE and Borough staff on a monthly basis. Progress on various projects is discussed during the meetings. The last progress meeting was held on 2/3/2026 at 1:00 PM.

1.2 Planning Services

1.2.1 High Street Improvements

RVE worked with Borough staff to acquire the DCED MTF grant. RVE is working with Borough staff to acquire additional funding. An updated construction estimate was submitted to Borough staff on 9/23/2025. Project design is projected to begin in 2026.

1.2.2 Intersection Improvements

RVE is working with the Borough in order to make improvements to various intersections throughout the Borough.

1.2.2.1 High & Linden Bus shelter

The project includes a bus shelter installation near the intersection of High and Linden. The project is being funded by a County grant. RVE submitted the latest revisions to the PennDOT HOP application on 9/3/2025. RVE resubmitted on 1/8/2026.

1.2.2.2 Gay & High Street Intersection Improvements

RVE made a site visit to the intersection in order to determine remediations needed. The public works department coordinated with the water and electric companies regarding conditions of underground infrastructure. The public works department is reviewing the sanitary sewer and storm infrastructure. An HOP to take cores was approved by PennDOT in January 2026. Cores are scheduled to be taken February 17 through March 10.

1.2.2.3 Additional Intersection Improvements

Intersections that have been considered for improvements are listed below. The Borough's committee is compiling public input.

- Saint Agnes School Intersections (Hannum and New)
- E Gay Street & Matlack
- N Biddle Street & N High Street
- E Biddle Street & N Penn Street
- N Franklin Street & E Marshall Street
- W Ashbridge Street & Hoopes Park Lane
- W Gay Street & N New Street
- Gay Street & High Street
- Washington & High
- Chestnut and New (Public works is gathering quotes to maintain the existing

striping)

- Price Street & Darlington (Improvements Completed 2025)
- S Brandywine Street & Price Street (Improvements Completed 2024)
- Gay & Bradford (Improvements Completed 2025)

1.2.3 Truck study

The Borough is reviewing and considering revisions to truck restrictions throughout the Borough. The Borough staff began reviewing the current ordinance and signage in place on 12/2/2025. RVE is supporting as needed.

1.3 Grant Funding Acquisition Services

RVE is working with Borough staff in order to determine grant opportunities that match the needs of the Borough. A 2026 grants memorandum was submitted to the Borough in January 2026. RVE reviews updated grant information when available.

1.3.1 Priority Projects

The Borough and RVE are maintaining a list of priority projects that need grant funding. The Borough is interested in funding the following projects through grant programs.

- Gay & Matlack intersection improvements
- Darlington & Chestnut Parking Lot improvements
- Rain Garden Curb Bump-outs
- High Street Improvements Phase 2
- Gay Street Phase 2
- Goose Creek Interceptor Phase 2
- Cedar Alley Gabions
- Public Works Building

1.3.2 LSA Grant

This application for Gay Street Phase 2 was submitted in November 2025.

1.3.3 Keystone Historic Grant

This grant can be used to rehabilitate structures that are on the National Register of Historic Places. This grant is due 3/2

1.3.4 PennDOT MTF

This grant is due 2/13. Construction of streetscape including pedestrian signals and lighting are eligible.

1.3.5 TCDI Grant

This is a transportation planning grant that is due on 3/13.

1.3.6 DCNR Grants

Several DCNR grants are available and due 4/30. Costs associated with recreational facilities including construction, planning and land acquisition are eligible.

2 MS4 SERVICES (PCWBT026)

The Borough's MS4 permit is a mandatory stormwater discharge permit under the Clean Water Act. The Borough is required to implement pollution-reducing practices for stormwater systems that discharge to surface waters. RVE is working with the staff in order to ensure the Borough meets those requirements.

Bi-monthly meetings are held between RVE and Borough staff. The last meeting held was on 1/13/2026.

2.1 Annual Report

The annual report was submitted on 9/22/2025.

2.2 PRP and TMDL Addenda (Goose Creek)

The PRP and TMDL Plan are mandatory components of Pennsylvania's MS4 permit program, designed to reduce sediment and pollutant discharges into impaired waterways through BMPs. Some BMPs listed in the original plans are not feasible. Addenda have been developed to include additional BMPs. The addenda was submitted to PADEP on 12/29/2025.

2.3 BMP Inspections

The Borough staff is reviewing needs internally.

2.4 Outfall Inspections

RVE is conducting outfall inspections. Outfall inspections and samplings are required by PADEP.

2.5 PRP Addenda (Brandywine Creek, Blackhorse, Run, Plum Run, Taylor Run)

The PRP is a mandatory component of Pennsylvania's MS4 permit program, designed to reduce sediment and pollutant discharges into impaired waterways through BMPs. Some BMPs listed in the original plan are not feasible. An addendum will be developed to include additional BMPs.

3 CAPITAL PROJECTS (PLANNING, DESIGN, BIDDING & CONSTRUCTION)

3.1 Gay Street Closure (PCWBT015, PA151833T002.I)

The Gay Street Closure Project is a project funded by the Chester County Revitalization Grant that will result in removable barricades along the Gay Street open air market.

- The Borough Council voted on 8/28/2025 to issue a notice of intent to award the Base Bid, Alternate 1, Alternate 5, and Alternate 6.
- A preconstruction meeting was held on 9/30/2025.
- A Notice to Proceed was issued on 10/2/2025.
- Submittals are being reviewed.
- The Contractor has estimated a March 2026 mobilization.
- The signal submission permit was submitted on 12/19/2025.

3.2 Storm infrastructure Lining project (PCWBT030)

This project proposed to rehabilitate several stormwater pipes by adding a liner. This project is being funded by the flood mitigation grant.

- RVE submitted the updated specifications on 7/29/2025 to the Borough staff.
- The Public works department is facilitating the bidding. RVE is assisting with answering bidder's questions.
- This project is set to be constructed in 2026.

4 SUBDIVISION & LAND DEVELOPMENT REVIEWS

4.1 410 High Street (PCWBP001)

The applicant is proposing to construct a 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.
- A second review letter was issued on 6/21/2023.
- A third review letter was issued on 8/18/2023.
- RVE received a 4th submission on 9/26/2023. RVE submitted a draft review 4 letter to the borough staff on 10/6. A 4th review letter was sent on 10/9.
- RVE received a 5th submission on 10/27. Review letter #5 was issued to the Borough on 11/20.

4.2 330 Market (PCWBP002)

The applicant is proposing to construct a 185 unit apartment building with 215 parking spaces.

- 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 4th Review letter on 2/23/24.

4.3 611 E Niels (PCWBP003)

The project proposes to construct two separate industrial warehouse buildings totaling 523,653 square feet at 611 East Niels Street within the Industrial (ID) zoning district. 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.
- RVE issued a review letter #3 on 6/27/25.

4.4 410 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.

4.5 250 East Market (PCWBP005)

The applicant is proposing to construct a four-story apartment building with 221 units and 230 parking spaces.

- RVE issued review letter #1 on 8/17/2024.
- RVE issued review letter #2 on 10/01/2024.
- RVE issued review letter #3 on 7/14/2025.

4.6 210-214 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 1-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 5/21/2025.
- RVE submitted review letter #4 to Borough staff on 12/4/2025.

4.7 700 S High Street (PCWBP007)

The applicant is proposing improvements to the university.

- RVE sent a review letter to Borough staff on 7/3/2025.

4.8 410 High Street, Application #3 (Coming Soon)

This application is proposing a set of townhomes at the old Burger King site. The application has not been submitted to RVE at the time of this report.

4.9 615/617 South Walnut (Coming Soon)

This application is proposing five (5) townhomes. The application has not been submitted to RVE at the time of this report.

Public Works
February 10, 2026

Facilities

West Chester Public Library

- The architectural firm, Architectural Concepts PC, has identified the source of water infiltration at the library. We added caulk around the border of the deck as a temporary fix

Streets

- PennDOT has agreed to let us enhance the crosswalk at New and Chestnut Street. We are currently waiting for warmer weather to install the thermoplastic crosswalks.
- The contract will start mobilizing for the Gay Street Bollards Project on 4/15 and complete the project by 8/28
- Last week, I had a pre-con meeting to discuss replacing the brick crosswalks at the intersection of Gay and High Street.
- I have finalized the forms for PennDOT to secure our liquid fuel reimbursement.
- Snowstorm

Parks and landscapes

- Once the weather permits, we will reinstall the fall zone material and border at Horace Pippin Park.

Sanitary/Storm Sewers

- We are working with B&H on an illicit discharge.
- Abel Recon will be relining sections of our old brick storm sewer mains this year.

Trash and recycling

- We have identified several residents who are in violation of **Chapter 62** and are currently working with the Building and Housing Department to revise the ordinance

Vehicles/fleet

- Don Powers is handling all the fleet related task

Cartegraph reports

- No reports this month

Administration

- Update on contracts that went out to bid

- | | |
|--|---|
| 1. 2026 Tree Maintenance: | Bid awarded to Tremendous |
| 2. 2026 Landscaping: | Bid awarded to Andrew’s Lawn & Landscape |
| 3. 2026 Materials: | All bids were rejected. We won't re-bid |
| 4. 2026 Garden Maintenance: | Bid awarded to Archewild |
| 5. 2026 Shade Tree Planting: | Reject all bids |
| 6. 2026 Street Signs: | Bid was awarded to National Highway Products |
| 7. 2026 Traffic Signal Maintenance: | Rebid, new bids will open on February 6, 2026 |
| 8. 2026 Custodial Contract: | Rebid, new bids will open on February 6, 2026 |

Other

- Brubacher is installing a new water main on Goshen Road between High and Hillside Drive.
- Brubacher is working in the Northwest section of town for PECO.

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

Ed Jamieson
Superintendent



Sean Mitchell
Wastewater Director

WASTEWATER DEPARTMENT

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

Michael Findley
Superintendent

February 2026 Wastewater Department Report

Goose Creek

The last section of the chlorine contact tank fiberglass walkway replacement was completed.

Removed, flushed, and cleaned two heaters in the plant. One had new fan blades and bearings replaced, the second had to be totally replaced due to numerous pinholes in the core. Both units are back in service.

The T-12 sludge thickener drive unit shut down, after investigating it was originally determined that condensation in the lower drive unit froze and seized up the unit. The tank was drained (856,000 gals.) to make sure nothing was jamming the structure on bottom of the tank. A makeshift insulation box and heater was placed over drive to melt any possible ice in drive unit. Some water was removed from drains, and tank started for a test run, a large thump happened, and tank shut down. A crack was discovered on upper housing of drive. We are waiting for pricing to fix/replace drive unit. (Pic. Attached)

The cold weather caused mixed liquor in the secondary clarifiers to rise and freeze. The ice on top caused the top scraper arm to bend rendering the tank out of service. The tank was slowly drained, the arm straightened and A-frame support rewelded to substructure. The entire substructure was inspected before placing the tank back on-line. (Pic Attached)

The new Aluminum Sulfate system has started while the old polymer system has been shut down, cleaned and shelved. Crews calibrated the pumps and started collecting daily data for gallons used and Total Phosphorous removed, during our February metals sampling we will add aluminum to our schedule.

Avg. Monthly Flow: 0.764 MGD

Taylor Run

A primary sludge pump was torn down and inspected. A new rotor, stator and flexi-shaft were replaced on the pump, new bearings were installed on both pump and grinder.

The digester heater shut down, upon inspection, a pressure relief valve was found frozen. The valve was rebuilt and a piece of pipe replaced. The expansion tank was drained and cleaned

before placing the unit back on-line.

The emergency generator for the plant's battery charger died causing the batteries to die. A new charger and batteries were installed and generator placed back in service.

The polymer line feeding the floc tank was found frozen and cracked. The pipe was replaced, and new insulation was installed.

On February 23rd, the Taylor Run Plant will have a new employee, Emily Rose, starting as an operator trainee. Emily has experience and knowledge of wastewater treatment from past employer, making training and getting settled in at the plant easier.

Avg. Monthly Flow: 0.703 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.

All emergency generators were gone over to make sure block heaters and hoses were operating and there were no leaks. Generators were run extra times due to the cold as a precaution.

Capital Projects

The Goose Creek electrical substation low voltage switch gear sections were delivered on Friday December 19, the medium voltage transformer delivered on Tuesday January 20th, the Medium voltage switch is scheduled to ship February 6th. A preconstruction meeting was held at the plant with the engineers, contractor, and wastewater representatives attending. Weather pending, the project should commence in late February, early March.

Great News! The Borough received notice that it was awarded \$500,000 for phase 2 from the state DCED small water and sewer.

The Maple Alley project plans are just about completed; we are waiting to wear back from Aqua and Verizon. The WQM permit application should be submitted to the PADEP soon. We are still projecting to bid the project in late February early March, award bid in April, and construction start late May early June.

College Ave. and New St. pump stations back-up pumps PO's have been submitted to finance for approval this month. The lead times for the pumps are 14-18 weeks.

The sluice gates replacement project is underway. A PO has been submitted for finance director to approve, lead time for gates is 5 weeks.

Taylor Run driveway replacement will have more information in Q2/Q3





Wastewater Tasks

Department	Asset	Activity	Date Completed	Notes	Total Cost
Waste Water (Goose Creek)					
Waste Water (Goose Creek)	Wastewater Treatment Plant PS-2	Other	1/2/2026	pulled manhole lid\ring back over manhole, got pushed off of hole slightly when plowing	0.00
Waste Water (Goose Creek)	WWTP Facility GC-B-5	Replace	1/5/2026	switched out 150lbs cylinder for a new one	0.00
Waste Water (Goose Creek)	WWTP Facility PS2-B1	Repair	1/5/2026		0.00
Waste Water (Goose Creek)	WWTP Facility GC-PS-1	Troubleshoot	1/5/2026	hour meter for pump 3 wasn't reading, determined the reset button to zero out the hours was faulty and stuck on not allowing meter to count. ordered new replacements for all pumps	0.00
Waste Water (Goose Creek)	WWTP Facility GC-B-5	Replace	1/5/2026	replaced heater in CL2 tank side with a rebuilt one we had.	0.00
Waste Water (Goose Creek)	WWTP Facility GC - Structures - Maintenance Shop	Repair	1/6/2026	left garage door, one of the two bolts attaching the door bracket to the opener track fell off. retightened bolt nuts with lock washers and blue loctite	0.00
Waste Water (Goose Creek)	WWTP Electrical Generator WW - Miner Street Pump Station - Generator	Preventive Maintenance	1/6/2026	checked antifreeze heater and tightened top hose clamp on it, had a slight drip	0.00
Waste Water (Goose Creek)	WWTP Structure GC-T4B	Replace	1/6/2026	replaced rubber scraper	0.00
Waste Water (Goose Creek)	WWTP Electrical Generator WW - College Avenue Pump Station - Generator	Preventive Maintenance	1/6/2026	checked antifreeze heater	0.00
Waste Water (Goose Creek)	WWTP Structure GC-T11B	Replace	1/6/2026	replaced light bulb, corner closest to T-12--B-4	0.00
Waste Water (Goose Creek)	WWTP Structure WW - Miner Street Pump Station - Valve Chamber	Clean	1/6/2026	pumped 4" of ground water out of valve chamber	0.00
Waste Water (Goose Creek)	WWTP Structure WW - Worthington Street Pump Station - Wet Well	Pump Down	1/7/2026	pumped down and hosed off walls and floats with pump truck	0.00
Waste Water (Goose Creek)	WWTP Structure GC-GT	Clean	1/7/2026	dropped tank for monthly cleanout, not bad at all. grit wasn't removed, just pumped down and hosed\scraped grease off all walls	0.00
Waste Water (Goose Creek)	WWTP Structure GC-T8B	Replace	1/7/2026	Decking-- finished replacing all fiberglass decking, removed all old decking and had to custom cut each new replacement piece. used (4) 4x12 sheets of decking	0.00
Waste Water (Goose Creek)	WWTP Facility GC - Structures - Maintenance Shop	Repair	1/8/2026	replaced (3) 4" band clamps on a 4" discharge hose	0.00

Department	Asset	Activity	Date Completed	Notes	Total Cost
Waste Water (Goose Creek)	WWTP Facility GC - Structures - Maintenance Shop	Repair	1/8/2026	fixed heater out of CL2 tank room, re-centered motor and installed new fan blade. bench tested heater in shop. blade dayton 2MXZ6	0.00
Waste Water (Goose Creek)	WWTP Facility GC-PS-1	Replace	1/8/2026	replaced pump 1,2,4 hour meters and all 4 hour rest switches	0.00
Waste Water (Goose Creek)	WWTP Pump Sub.P-3	Pull Pump	1/9/2026	pumps keeps tripping breaker randomly, pulled to check for debris on impeller. nothing found	0.00
Waste Water (Goose Creek)	Drive GC-CLARIDRIVE-7A	Lubricate	1/12/2026	checked for condensation in drive, good	0.00
Waste Water (Goose Creek)	Drive GC-CLARIDRIVE-2B	Lubricate	1/12/2026	checked for condensation in drive, some water	0.00
Waste Water (Goose Creek)	Drive GC-CLARIDRIVE-7B	Lubricate	1/12/2026	checked for condensation in drive, good	0.00
Waste Water (Goose Creek)	Drive GC-CLARIDRIVE-7C	Lubricate	1/12/2026	checked for condensation in drive, good	0.00
Waste Water (Goose Creek)	Drive GC-CLARIDRIVE-4A	Lubricate	1/12/2026	checked for condensation in drive, good	0.00
Waste Water (Goose Creek)	Drive GC-CLARIDRIVE-2A	Lubricate	1/12/2026	checked for condensation in drive, good	0.00
Waste Water (Goose Creek)	Drive GC-CLARIDRIVE-4B	Lubricate	1/12/2026	checked for condensation in drive, good	0.00
Waste Water (Goose Creek)	WWTP Facility GC-B-3	Repair	1/13/2026	removed heater fan motor and blades from heater at B blower\entrance doors to replace bearings. found bearings to replace on motor. fixed and reinstalled motor, now has a water leak coming from inside heater. shut off water flow again	0.00
Waste Water (Goose Creek)	WWTP Blower GC-RB-2 Roots blower B	Replace	1/14/2026	replaced belt on blower motor (BX-66)	0.00
Waste Water (Goose Creek)	WWTP Valve GC-GVT13-B3	Repair	1/14/2026	tightened packing nut to stop dripping	0.00
Waste Water (Goose Creek)	WWTP Facility GC - Structures - Maintenance Shop	Repair	1/15/2026	garage door (contact tank side) replaced 1 of 2 lag bolts holding door opener track to header beam. old one worked its way completely out, used a new longer\fatter one to replace	0.00
Waste Water (Goose Creek)	Facility Equipment GC - PAC tank 1	Fill Tank	1/15/2026	first fill\delivery had to tighten two valves that had a slight leak	0.00
Waste Water (Goose Creek)	WWTP Electrical Generator WW - Miner Street Pump Station - Generator	Preventive Maintenance	1/15/2026	checked antifreeze heater	0.00
Waste Water (Goose Creek)	WWTP Electrical Generator WW - College Avenue Pump Station - Generator	Preventive Maintenance	1/15/2026	checked antifreeze heater	0.00
Waste Water (Goose Creek)	Facility Equipment GC - PAC tank 2	Fill Tank	1/15/2026	first fill\delivery	0.00

Department	Asset	Activity	Date Completed	Notes	Total Cost
Waste Water (Goose Creek)	WWTP Electrical Generator WW - New Street Pump Station - Generator	Preventive Maintenance	1/16/2026	ran generator for 30mins	0.00
Waste Water (Goose Creek)	WWTP Screen GC-SCREEN-2	Ice	1/16/2026	ran ice through to cleanout	0.00
Waste Water (Goose Creek)	WWTP Screen GC-SCREEN-1	Ice	1/16/2026	ran ice through to cleanout	0.00
Waste Water (Goose Creek)	WWTP Electrical Generator WW - New Street Pump Station - Generator	Preventive Maintenance	1/16/2026	ran generator for 30 mins	0.00
Waste Water (Goose Creek)	Facility Equipment GC - B4 - Polymer Aging Tank	Drop Tank	1/17/2026	dropped, cleaned and disconnected from system in preparation for Alum system to come on line	0.00
Waste Water (Goose Creek)	Facility Equipment GC - B4 - Polymer Pumping Tank	Drop Tank	1/17/2026	dropped, cleaned and disconnected from system in preparation for Alum system to come on line	0.00
Waste Water (Goose Creek)	WWTP Structure GC-T4B	Preventive Maintenance	1/20/2026	removed ice buildup on top of the tank	0.00
Waste Water (Goose Creek)	WWTP Structure GC-T4A	Preventive Maintenance	1/20/2026	removed ice buildup on top of the tank	0.00
Waste Water (Goose Creek)	Wastewater Treatment Plant WW - Worthington Street Pump Station	Troubleshoot	1/20/2026	station called out for high alarm at 4:30 both pumps were running and amps were in range but wasnt pumping down fast enough. reversed pump #2 and that fixed the problem	0.00
Waste Water (Goose Creek)	WWTP Structure GC-T4B	Preventive Maintenance	1/21/2026	removed more ice buildup on top of tank	0.00
Waste Water (Goose Creek)	WWTP Structure GC-T4A	Preventive Maintenance	1/21/2026	removed more ice buildup on top of the tank	0.00
Waste Water (Goose Creek)	WWTP Blower B blower fan	Repair	1/22/2026	replaced bearings in fan motor. #(6203) bypassed faulty fan louver actuator it wasnt allowing 110v to the fan motor	0.00
Waste Water (Goose Creek)	WWTP Pump Sub.P-3	Replace	1/22/2026	replaced lip seal/seal housing and ears, old lip blew out	0.00
Waste Water (Goose Creek)	WWTP Facility GC - Structures - Maintenance Shop	Repair	1/23/2026	worked on disassembling lip seal housing from PS-1 Pump3. had to drill all flat head screw heads off, pull off outer ring, heat studs and back out with pliers. one stud broke off flush so we had to drill out and re-tap hole	0.00
Waste Water (Goose Creek)	WWTP Structure GC-T4A	Drop Tank	1/24/2026	ice caught the arm and folded it backwards. had to shut down for repairs	0.00
Waste Water (Goose Creek)	Wastewater Treatment Plant WW - College Avenue Pump Station	Snow Removal	1/25/2026	opened up driveway with plow	0.00
Waste Water (Goose Creek)	Wastewater Treatment Plant PS-2	Snow Removal	1/25/2026	opened up driveway with plow	0.00

Department	Asset	Activity	Date Completed	Notes	Total Cost
Waste Water (Goose Creek)	Wastewater Treatment Plant WW - New Street Pump Station	Snow Removal	1/25/2026	opened up driveway with plow	0.00
Waste Water (Goose Creek)	Wastewater Treatment Plant WW - New Street Pump Station	Snow Removal	1/26/2026	plowed driveway. shoveled around hatches, pump panel	0.00
Waste Water (Goose Creek)	Wastewater Treatment Plant WW - College Avenue Pump Station	Snow Removal	1/26/2026	plowed roadway at entrance. used snowblower in driveway and shoveled around hatches, pump panel and generator	0.00
Waste Water (Goose Creek)	Wastewater Treatment Plant PS-2	Snow Removal	1/26/2026	plowed roadway at entrance. used snowblower in driveway and shoveled around hatches, pump panel and generator	0.00
Waste Water (Goose Creek)	Wastewater Treatment Plant WW - Worthington Street Pump Station	Snow Removal	1/26/2026	used snowblower outside double gate and shoveled around hatches, pump panel	0.00
Waste Water (Goose Creek)	Wastewater Treatment Plant GC	Snow Removal	1/27/2026	cleanup from Sundays storm plowed, shoveled and ran snow blow where we could	0.00
Waste Water (Goose Creek)	WWTP Instrumentation GC-COMP-T4	Install	1/27/2026	moved compositor from T-4A to T-4B	0.00
Waste Water (Goose Creek)	WWTP Screen GC-SCREEN-1	Ice	1/28/2026	Ran a couple bins full of snow through to clean out. Removed small rag ball from bottom.	0.00
Waste Water (Goose Creek)	Facility Equipment Fisher 8 6 XtremeV	Repair	1/28/2026	replaced gland nut on lift cylinder, replaced all 4 angle cylinder hoses, drained old fluid and replaced with new fluid	0.00
Waste Water (Goose Creek)	WWTP Facility GC-B-1	Replace	1/28/2026	mens bathroom, replaced right sink drain gaskets, cleaned out drain and S trap	0.00
Waste Water (Goose Creek)	WWTP Electrical Generator WW - New Street Pump Station - Generator	Preventive Maintenance	1/29/2026	ran generator for 40mins checked antifreeze heater	0.00

Waste Water (Taylor Run)

Waste Water (Taylor Run)	WWTP Facility TR-B-5	Clean	1/3/2026	B5 was swept, mopped and trash taken out.	0.00
Waste Water (Taylor Run)	WWTP Facility TR-B-1	Clean	1/3/2026	B1 was swept, Mopped and trash taken out.	0.00
Waste Water (Taylor Run)	WWTP Instrumentation I-5	Replace	1/6/2026	Tubing for our chlorine analyzer was not pulling from our chlorine indicator. The old tubes were removed and new ones installed and put back into service.	0.00
Waste Water (Taylor Run)	WWTP Structure 4	Preventive Maintenance	1/6/2026	Primary Monthly Maintenance: Pressure Regulators & inline water screens. Screens removed and sprayed clean and reinstalled.	0.00
Waste Water (Taylor Run)	WWTP Screen F-2	Clean	1/6/2026	Fine screen F-2 was shut off and cleaned out, washed out and put back into operation.	0.00

Department	Asset	Activity	Date Completed	Notes	Total Cost
Waste Water (Taylor Run)	WWTP Screen F-1	Clean	1/6/2026	Screen F-1 was shut down and cleaned and sprayed out then put back into operation.	0.00
Waste Water (Taylor Run)	WWTP Screen F-1	Preventive Maintenance	1/6/2026	Primary Monthly Maintenance: Screen powered down and all rags and debris removed. Screen then moved forward and backwards to ensure proper operation.	0.00
Waste Water (Taylor Run)	WWTP Screen F-2	Preventive Maintenance	1/6/2026	Primary Monthly Maintenance: Shut down screen and removed all rags and debris. Once all rags and debris were removed the screen was held in forward position then the opposite direction to ensure proper operation.	0.00
Waste Water (Taylor Run)	WWTP Structure TR-LA	Preventive Maintenance	1/7/2026	Primary Weekly Maintenance: Aluminum Sulfite Storage Tank. Moat pumped out as needed.	0.00
Waste Water (Taylor Run)	WWTP Pump P-4	Clean	1/7/2026	Pump 4 was shut down and the inspection plates removed. All grease and hair build up was removed. Inspection plate reinstalled and put back into operation.	0.00
Waste Water (Taylor Run)	WWTP RBC RBC-B1	Preventive Maintenance	1/7/2026	Primary Weekly Maintenance: RBC B1. RBC weighed with hydraulic pump and recorded in maintenance book.	0.00
Waste Water (Taylor Run)	WWTP RBC RBC-C4	Preventive Maintenance	1/7/2026	Primary Weekly Maintenance: RBC C4. RBC weighed with hydraulic pump and recorded in maintenance book.	0.00
Waste Water (Taylor Run)	WWTP Pump P-3	Clean	1/7/2026	Pump 3 was shut down and the inspection removed. All grease and hair build up removed. Put back together and put back into operation.	0.00
Waste Water (Taylor Run)	WWTP Instrumentation 558	Preventive Maintenance	1/7/2026	Primary Weekly Maintenance: Bucket Elevator & Incline Screw Conveyor. Oil in all reducers checked. Fittings greased. Chain checked for slack. Drive chain checked for slack. Belt checked for tension and wear.	0.00
Waste Water (Taylor Run)	WWTP Instrumentation DS2 sampler	Replace	1/7/2026	New tube mounting brackets installed on sampler.	0.00
Waste Water (Taylor Run)	WWTP Instrumentation DS1 sampler	Preventive Maintenance	1/7/2026	Primary Weekly Maintenance: DS1. Pump tubing inspected for cracks and punctures. Cleaned sensor, sample line and torpedo. Proper operation of Lights, Heater, fan and refrigerator.	0.00
Waste Water (Taylor Run)	WWTP Blower K-1	Preventive Maintenance	1/7/2026	Primary Weekly Maintenance: K1 Blower. Oil level checked. Belt inspected for tensions. Lubricated pressure relief valves. Upper and Lower swing arm greased. Hoist oil level checked as well as hoist oil level.	0.00
Waste Water (Taylor Run)	WWTP Structure Raw Sampler	Preventive Maintenance	1/7/2026	Primary Weekly Maintenance: Raw Sampler. Pump tubing inspected for cracks or punctures. Sensor, sample line and torpedo all cleaned. Lights, Heater, Fan and refrigerator checked for proper operation.	0.00
Waste Water (Taylor Run)	WWTP Instrumentation Pak room eye wash and shower system	Preventive Maintenance	1/7/2026	Primary weekly Maintenance: B-5 eyewash and shower stations. Eyewash and shower station tested for water supply and water pressure.	0.00

Department	Asset	Activity	Date Completed	Notes	Total Cost
Waste Water (Taylor Run)	WWTP Instrumentation Primary Scum Mixer	Preventive Maintenance	1/7/2026	Primary Weekly Maintenance: Scum Mixer. Super Bio Clean 510 poured into scum pit and mixed for several minutes then drained out.	0.00
Waste Water (Taylor Run)	WWTP RBC RBC-C1	Preventive Maintenance	1/7/2026	Primary Weekly Maintenance: RBC C1. RBC weighed with hydraulic pump and recorded in maintenance book.	0.00
Waste Water (Taylor Run)	WWTP Electrical Generator GEN-2	Preventive Maintenance	1/7/2026	Primary Weekly Maintenance: Plant Generator. Oil Level checked. Coolant level checked. Belt checked for tensions. Checked hose connections. Gauges and lights checked for proper operation.	0.00
Waste Water (Taylor Run)	WWTP Instrumentation Alum silo eye wash/ shower	Preventive Maintenance	1/7/2026	Primary Weekly Maintenance: Alum Silo Eye wash Station. System tested for water pressure and supply.	0.00
Waste Water (Taylor Run)	WWTP RBC RBC-A4	Preventive Maintenance	1/7/2026	Primary Weekly Maintenance: RBC A4. RBC weighed with hydraulic pump and recorded in maintenance book.	0.00
Waste Water (Taylor Run)	WWTP Structure Raw Sampler	Replace	1/7/2026	New tube mount brackets installed on the raw sampler.	0.00
Waste Water (Taylor Run)	WWTP Instrumentation DS2 sampler	Preventive Maintenance	1/7/2026	Primary Weekly Maintenance: DS2 Sampler. Pump tubing inspected for cracks or punctures. Cleaned sensor, sample line and torpedo. Proper operation of lights, heater, fan and refrigerator checked.	0.00
Waste Water (Taylor Run)	WWTP RBC RBC-A1	Preventive Maintenance	1/7/2026	Primary Weekly Maintenance: RBC A1. RBC weighed with hydraulic pump and recorded in maintenance book.	0.00
Waste Water (Taylor Run)	WWTP Instrumentation DS1 sampler	Replace	1/7/2026	New tube mounting brackets installed on DS1 sampler.	0.00
Waste Water (Taylor Run)	WWTP RBC RBC-B4	Preventive Maintenance	1/7/2026	Primary Weekly Maintenance: RBC B4. RBC weighed with hydraulic pump and recorded in maintenance book.	0.00
Waste Water (Taylor Run)	WWTP Blower K-2	Preventive Maintenance	1/7/2026	Primary Weekly Maintenance: K2 Blower. Oil level checked. Belt checked for tensions. Pressure relief valve lubricated. Air filter cleaned.	0.00
Waste Water (Taylor Run)	WWTP Structure TR-T-6A	Preventive Maintenance	1/7/2026	Final Weekly maintenance: T6A. Oil level checked in reducer. Oil checked in lower housing. Chain checked for slack. Scrapper arm checked for wear. Vents cleaned.	0.00
Waste Water (Taylor Run)	WWTP Structure TR-T-6B	Preventive Maintenance	1/7/2026	Final Weekly Maintenance: T6B. Oil level in reducer checked. Oil level in lower housing checked. Chain checked for slack. Scrapper arm checked for wear. Vents cleaned.	0.00
Waste Water (Taylor Run)	WWTP Sluice Gate SLG-AIR T	Preventive Maintenance	1/7/2026	Primary Monthly Maintenance: All primary Sluice gates. All Sluice gates stems sprayed with dry moly and exercise all gates up and down.	0.00
Waste Water (Taylor Run)	WWTP Instrumentation Final Comp	Preventive Maintenance	1/8/2026	Final Weekly Maintenance: Final Samplers. Pump tubing inspected for tears or punctures. Sensor, Sample line and torpedo cleaned. Checked for proper operation of Lights, Heater, fan and refrigerator.	0.00

Department	Asset	Activity	Date Completed	Notes	Total Cost
Waste Water (Taylor Run)	WWTP Pump P-1	Rebuild	1/8/2026	Pump one needed to be torn apart and rebuilt. A new rotor was installed. A new stator was installed. The bearings were replaced in both the grinder and the pump. A Flexy shaft was also installed.	0.00
Waste Water (Taylor Run)	WWTP Instrumentation final back up	Preventive Maintenance	1/8/2026	Final Weekly Maintenance: Final Back up. Pump tubing inspected for cracks or punctures. Sensor, Sample line, and torpedo cleaned. Lights, Heater, Fan and refrigerator	0.00
Waste Water (Taylor Run)	WWTP Instrumentation I-5	Preventive Maintenance	1/8/2026	Final Weekly Maintenance: Chlorine Analyzer & Pre/Post sample pump. Grease cup taken off pump and cleaned and replaced with fresh grease. Box checked for leaks. Tubing on analyzer cleaned. Cleaned drain lines. Cleaned strainer.	0.00
Waste Water (Taylor Run)	WWTP Instrumentation Ds3 sampler	Preventive Maintenance	1/8/2026	Final Weekly Maintenance: DS3 Sampler. Pump tubing inspected for cracks and punctures. Cleaned Sensor, Sample line, and torpedo. Checked that lights, heater, fan and refrigerator are operating properly.	0.00
Waste Water (Taylor Run)	WWTP Instrumentation soda ash silo shower	Preventive Maintenance	1/8/2026	Final Weekly Maintenance: Shower and eyewash stations. Both stations checked for water pressure and supply.	0.00
Waste Water (Taylor Run)	WWTP Facility TR-PS-1	Clean	1/8/2026	Our sludge judge in primary became dirty and lost some of its tape markings. Sludge judge was cleaned out and new tape rings put on.	0.00
Waste Water (Taylor Run)	WWTP Facility TR-B-4	Cleaning	1/8/2026	Bucket Elevator room became dirty. The floor was sprayed with soap and the floor scrubbed and cleaned.	0.00
Waste Water (Taylor Run)	WWTP Facility TR-B-3	Replace	1/9/2026	Our digester heater stopped working. After careful diagnosis it was determined that the pressure Reducing valve on the boiler fill needed to be replaced and re-piped. The expansion tank was also drained and cleaned.	0.00
Waste Water (Taylor Run)	WWTP Valve V-7	Preventive Maintenance	1/9/2026	Primary Monthly Maintenance: Primary Dezurich Valves. All Dezurich Valve stems sprayed with WD40 and exercised open and closed.	0.00
Waste Water (Taylor Run)	WWTP Facility TR-B-5	Clean	1/10/2026	B5 was swept, mopped and trash taken out.	0.00
Waste Water (Taylor Run)	WWTP Facility TR-B-1	Clean	1/10/2026	B1 was swept, mopped and trash taken out.	0.00
Waste Water (Taylor Run)	WWTP Electrical Generator GEN-2	Replace	1/10/2026	On Saturday the 10th of January it was discovered that our plant generator had stopped operating. After careful diagnosis we determined that the battery charger had failed and the batteries had depleted. We replaced the batteries and got the generator up and running again.	0.00
Waste Water (Taylor Run)	WWTP Structure TR-LA	Preventive Maintenance	1/14/2026	Primary Weekly Maintenance: Aluminum Sulfite Storage Tank. Moat pumped out with portable trash pump.	0.00
Waste Water (Taylor Run)	WWTP RBC RBC-C1	Preventive Maintenance	1/14/2026	Primary Weekly Maintenance: RBC C1. Hydraulic pump hooked up to RBC and weighed. Weight recorded in maintenance book.	0.00

Department	Asset	Activity	Date Completed	Notes	Total Cost
Waste Water (Taylor Run)	WWTP RBC RBC-C4	Preventive Maintenance	1/14/2026	Primary Weekly Maintenance: RBC C4. Hydraulic pump hooked up to RBC and weighed. Weight recorded in maintenance book.	0.00
Waste Water (Taylor Run)	WWTP Electrical Generator GEN-2	Preventive Maintenance	1/14/2026	Primary Weekly Maintenance: Plant generator. Oil level checked. Coolant level checked. Belts inspected for tensions. Hose connections checked. Checked gauges and lights working properly.	0.00
Waste Water (Taylor Run)	WWTP RBC RBC-A1	Preventive Maintenance	1/14/2026	Primary Weekly Maintenance: A1 RBC. Hooked up hydraulic pump and weighed RBC. Weight recorded in maintenance book.	0.00
Waste Water (Taylor Run)	WWTP RBC RBC-B1	Preventive Maintenance	1/14/2026	Primary weekly Maintenance: RBC B1. Hydraulic pump hooked up to RBC and weighed. Weight recorded in maintenance book.	0.00
Waste Water (Taylor Run)	WWTP Blower K-1	Preventive Maintenance	1/14/2026	Primary Weekly Maintenance: K1 Blower. Oil level checked. Belt checked for tensions. Pressure relief valves lubricated. Air filters blown out. Fittings greased. Upper and Lower swing arm fittings greased. Oil level for hoist checked. Cable hoist inspected for wear.	0.00
Waste Water (Taylor Run)	WWTP RBC RBC-A4	Preventive Maintenance	1/14/2026	Primary Weekly Maintenance: A4 RBC. Hydraulic pump hooked up to RBC and weighed. Recorded in maintenance book.	0.00
Waste Water (Taylor Run)	WWTP Instrumentation soda ash silo shower	Preventive Maintenance	1/14/2026	Final Weekly Maintenance: Soda Ash Silo Shower Station. System checked for leaks, water pressure and supply.	0.00
Waste Water (Taylor Run)	WWTP Structure TR-T-6B	Preventive Maintenance	1/14/2026	Final Weekly Maintenance: T6B Clarifier. Oil level checked in reducer. Oil level checked in lower housing. Chain inspected for slack. Checked scraper arm for wear. Vents cleaned.	0.00
Waste Water (Taylor Run)	WWTP Instrumentation final back up	Preventive Maintenance	1/14/2026	Final Weekly Maintenance: Back up Final Comp. Pump tubing inspected for tears and punctures. Cleaned sensor, Sample line and torpedo. Checked for proper operation of lights, heater, fan and refrigerator.	0.00
Waste Water (Taylor Run)	WWTP Instrumentation soda ash eye wash shower	Preventive Maintenance	1/14/2026	Final Weekly Maintenance: Soda Ash Room. System checked for leaks, water pressure and supply.	0.00
Waste Water (Taylor Run)	WWTP Instrumentation Pak room eye wash and shower system	Preventive Maintenance	1/14/2026	Primary Weekly Maintenance: Pak room Eye wash system. Tested for water pressure and supply.	0.00
Waste Water (Taylor Run)	WWTP Instrumentation Ds3 sampler	Preventive Maintenance	1/14/2026	Final weekly maintenance: DS3 sampler. Pump tubing inspected for tears or punctures. Sensor, Sample line and torpedo cleaned. Checked for proper operation of lights, heater, fan and refrigerator.	0.00
Waste Water (Taylor Run)	WWTP Instrumentation Final Comp	Preventive Maintenance	1/14/2026	Final Weekly Maintenance: Final Sampler. Pump tubing inspected for tears and punctures. Sensor, Sample line and torpedo cleaned. Lights, heater, fan and refrigerator checked for proper operation.	0.00
Waste Water (Taylor Run)	WWTP Instrumentation CL2 Platform Eyewash station	Preventive Maintenance	1/14/2026	Final Weekly Maintenance: CL2 Platform Eye was Station. System checked for leaks, water pressure and supply.	0.00

Department	Asset	Activity	Date Completed	Notes	Total Cost
Waste Water (Taylor Run)	WWTP Structure TR-T-6A	Preventive Maintenance	1/14/2026	Final Weekly Maintenance: T6A Clarifier. Oil level checked in reducer. Oil level checked in lower housing. Chain checked for slack. Scraper arm checked for wear. Vents cleaned.	0.00
Waste Water (Taylor Run)	WWTP Instrumentation DS2 sampler	Preventive Maintenance	1/14/2026	Primary Weekly Maintenance: DS2 Sampler. Pump tubing inspected for cracks or punctures. Sensor, sample line and torpedo cleaned. Check that lights, heater, fan and refrigerator operating correctly.	0.00
Waste Water (Taylor Run)	WWTP Instrumentation 557	Preventive Maintenance	1/14/2026	Primary Weekly Maintenance: Raw Sigma Sampler. Pump tubing inspected for tears or punctures. Sensor, Sample line and torpedo cleaned. Lights, Heater, Fan and refrigerator inspected for proper operation.	0.00
Waste Water (Taylor Run)	WWTP Instrumentation DS1 sampler	Preventive Maintenance	1/14/2026	Primary Weekly Maintenance: DS1 Sampler. Inspected Pump tubing for punctures or cracks. Cleaned sensor, Sample line and torpedo. Check that lights, heater, fan and refrigerator are operation correctly.	0.00
Waste Water (Taylor Run)	WWTP Instrumentation Primary Scum Mixer	Preventive Maintenance	1/14/2026	Primary Weekly Maintenance: Scum Mixer. Super Bio Clean 510 poured into pit and mixed for several minutes. Drained out.	0.00
Waste Water (Taylor Run)	WWTP Blower K-2	Preventive Maintenance	1/14/2026	Primary Weekly Maintenance: K2 Blower. Oil level checked. Belt checked for tensions. Lubricated pressure relief valves. Air filter cleaned. Upper and lower swing arms greased.	0.00
Waste Water (Taylor Run)	WWTP Electrical Generator GEN-2	Preventive Maintenance	1/14/2026	Primary Monthly Maintenance: Plant Generator. Oil level checked. Coolant level checked. Belt checked for tensions. All hoses and connections checked. Checked gauges and lights.	0.00
Waste Water (Taylor Run)	WWTP Instrumentation I-5	Preventive Maintenance	1/14/2026	Final Weekly Maintenance: Chlorine Analyzer & Pre/ Post sample Pumps. Grease cup from Pre/ Post sample pump taken off and old grease removed. Pumped full of fresh polyrex blue grease, reinstalled. Whole box checked for leaks. Tubing for analyzer cleaned. Drain lines and Strainer cleaned.	0.00
Waste Water (Taylor Run)	WWTP RBC RBC-B4	Preventive Maintenance	1/14/2026	Primary Weekly Maintenance: RBC B4. Hydraulic pump hooked up to RBC and weighed. Weight recorded in maintenance book.	0.00
Waste Water (Taylor Run)	WWTP Facility TR-B-1	Clean	1/17/2026	B1 was swept, mopped and trash taken out.	0.00
Waste Water (Taylor Run)	WWTP Facility TR-B-5	Clean	1/17/2026	B5 was swept, mopped and trash taken out.	0.00
Waste Water (Taylor Run)	WWTP Structure TR-FS-2	Replace	1/20/2026	A new battery charger was installed on our generator.	0.00
Waste Water (Taylor Run)	WWTP RBC RBC-A4	Preventive Maintenance	1/21/2026	Primary Weekly Maintenance: RBC A4. Hydraulic pump hooked up to RBC and weighed. Weight recorded in maintenance book	0.00
Waste Water (Taylor Run)	WWTP Structure TR-LA	Preventive Maintenance	1/21/2026	Primary Weekly Maintenance: Aluminum Sulfite Storage Tank. Moat pumped out as necessary and tank inspected for leaks.	0.00
Waste Water (Taylor Run)	WWTP RBC RBC-A1	Preventive Maintenance	1/21/2026	Primary Weekly Maintenance: RBC A1. Hydraulic pump hooked up to RBC and weighed. Weight recorded in maintenance book	0.00

Department	Asset	Activity	Date Completed	Notes	Total Cost
Waste Water (Taylor Run)	WWTP RBC RBC-B1	Preventive Maintenance	1/21/2026	Primary Weekly Maintenance: RBC B1. Hydraulic pump hooked up to RBC and weighed. Weight recorded in maintenance book	0.00
Waste Water (Taylor Run)	WWTP Electrical Generator GEN-2	Preventive Maintenance	1/21/2026	Primary Weekly Maintenance: Plant Generator. Oil level checked. Coolant level checked in glass sight. Belt inspected for tension. Hose connections checked. Gauges and lights checked for proper operation.	0.00
Waste Water (Taylor Run)	WWTP Instrumentation 558	Preventive Maintenance	1/21/2026	Primary Weekly Maintenance: Bucket elevator and Incline Screw Conveyor. Oil level in all reducers checked. All fittings greased. Chain inspected for slack. Drive train checked for slack. Belt checked for tension and wear.	0.00
Waste Water (Taylor Run)	WWTP RBC RBC-C1	Preventive Maintenance	1/21/2026	Primary Weekly Maintenance: RBC C1. Hydraulic pump hooked up to RBC and weighed. Weight recorded in maintenance book	0.00
Waste Water (Taylor Run)	WWTP RBC RBC-C4	Preventive Maintenance	1/21/2026	Primary Weekly Maintenance: RBC C4. Hydraulic pump hooked up to RBC and weighed. Weight recorded in maintenance book	0.00
Waste Water (Taylor Run)	WWTP Instrumentation final back up	Preventive Maintenance	1/21/2026	Final Weekly Maintenance: Final Back Up Sampler. Pump tubing inspected for cracks or punctures. Cleaned sample line, sensor and torpedo. Proper operation of lights, heater, fan and refrigerator checked.	0.00
Waste Water (Taylor Run)	WWTP Structure TR-FT	Repair	1/21/2026	Polymer line to our flocc tank froze. New pipe and installation installed.	0.00
Waste Water (Taylor Run)	WWTP Instrumentation I-5	Preventive Maintenance	1/21/2026	Final Weekly Maintenance: Chlorine Analyzer & Pre/ Post Sample pump. Grease cup removed for Post sample pump and old grease removed. Fresh polyrex blue grease added and cup reinstalled. Tubing on analyzer cleaned. Drain line cleaned. Strainer cleaned and analyzer put back into operation.	0.00
Waste Water (Taylor Run)	WWTP Instrumentation Alum silo eye wash/ shower	Preventive Maintenance	1/21/2026	Primary Weekly Maintenance: Aluminum Storage Silo. System checked for leaks, water pressure and water supply.	0.00
Waste Water (Taylor Run)	WWTP Instrumentation 557	Preventive Maintenance	1/21/2026	Primary Weekly Maintenance: Raw Sampler. Pump tubing inspected for cracks or punctures. Cleaned sensor, sample line and torpedo. Lights, heater, fan and refrigerator for proper operation.	0.00
Waste Water (Taylor Run)	WWTP Instrumentation DS2 sampler	Preventive Maintenance	1/21/2026	Primary Weekly Maintenance: DS2 Sampler. Pump tubing inspected for cracks and punctures. Sensor, Sample line and torpedo cleaned. Lights, heater, fan and refrigerator checked for proper operation.	0.00
Waste Water (Taylor Run)	WWTP Instrumentation Primary Scum Mixer	Preventive Maintenance	1/21/2026	Primary Weekly Maintenance: Scum Mixer. Super Bio clean 510 poured into pit and mixed for several minutes then drained out.	0.00
Waste Water (Taylor Run)	WWTP Facility TR-B-6	Preventive Maintenance	1/21/2026	Final Weekly Maintenance: CL2 Platform Shower/ eyewash station. System inspected for leaks, water pressure and supply.	0.00
Waste Water (Taylor Run)	WWTP Instrumentation Pak room eye wash and shower system	Preventive Maintenance	1/21/2026	Primary Weekly Maintenance: Pak Room eye wash and shower system. System inspected for leaks, water pressure and supply.	0.00

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Waste Water (Taylor Run)	WWTP Instrumentation Ds3 sampler	Preventive Maintenance	1/21/2026	Final Weekly Maintenance: DS3 Sampler. Pump tubing inspected for cracks or punctures. Cleaned sensor, Sample line and Torpedo. Check lights, fan, heater and refrigerator for proper operation.	0.00
Waste Water (Taylor Run)	WWTP Instrumentation soda ash silo shower	Preventive Maintenance	1/21/2026	Final Weekly Maintenance: Soda Ash Silo Shower System. System checked for leaks, water pressure and water supply.	0.00
Waste Water (Taylor Run)	WWTP Blower K-2	Preventive Maintenance	1/21/2026	Primary Weekly Maintenance: K2 Blower. Oil Level checked. Belt checked for tensions. Pressure relief valves lubricated. Air filter cleaned. Upper and lower swing arm fittings greased. Hoist oil level checked. Hoist cable checked for wear.	0.00
Waste Water (Taylor Run)	WWTP Instrumentation soda ash eye wash shower	Preventive Maintenance	1/21/2026	Final Weekly Maintenance: Soda Ash Room Shower System. System checked for water pressure, Supply and leaks.	0.00
Waste Water (Taylor Run)	WWTP Blower K-1	Preventive Maintenance	1/21/2026	Primary Weekly Maintenance: K1 blower. Oil level checked. Belt checked for tension. Lubricated pressure relief valve. Air filter cleaned.	0.00
Waste Water (Taylor Run)	WWTP RBC RBC-B4	Preventive Maintenance	1/21/2026	Primary Weekly Maintenance: RBC B4. Hydraulic pump hooked up to RBC and weighed. Weight recorded in maintenance book	0.00
Waste Water (Taylor Run)	WWTP Instrumentation Final Comp	Preventive Maintenance	1/21/2026	Final Weekly Maintenance: Final Comp Sampler. Pump tubing inspected for tears and punctures. Cleaned sensor, sample line and torpedo. Lights, heater, fan and refrigerator checked for proper operation.	0.00
Waste Water (Taylor Run)	WWTP Structure TR-T-6B	Preventive Maintenance	1/21/2026	Final Weekly Maintenance: T6A & T6B Clarifiers. Oil levels checked in reducers. Oil level checked in lower housing. Chain checked for slack. Scraper arm checked for wear. Vents cleaned.	0.00
Waste Water (Taylor Run)	WWTP Instrumentation DS1 sampler	Preventive Maintenance	1/21/2026	Primary Weekly Maintenance: DS1 Sampler. Pump tubing inspected for cracks and punctures. Sensor, Sample line and torpedo cleaned. Lights, heater, fan and refrigerator checked for proper operation.	0.00
Waste Water (Taylor Run)	WWTP Facility TR-SS	Clean	1/22/2026	The gas tank, carburetor and fuel filter were removed from our snowblower and clean for the incoming storm.	0.00
Waste Water (Taylor Run)	WWTP Structure TR-T-3A	Visual Inspection	1/22/2026	Both Primary clarifiers had developed grease balls in the center columns. Grease and hair build up removed from both clarifiers.	0.00
Waste Water (Taylor Run)	WWTP Structure T-7A	Drop Tank	1/23/2026	T-7A dropped and sprayed clean.	0.00
Waste Water (Taylor Run)	WWTP Facility TR-B-5	Clean	1/24/2026	B5 was swept, mopped and trash taken out.	0.00
Waste Water (Taylor Run)	WWTP Facility TR-B-1	Clean	1/24/2026	B1 was swept, mopped and trash taken out.	0.00

Department	Asset	Activity	Date Completed	Notes	Total Cost
Waste Water (Taylor Run)	WWTP Instrumentation 558	Preventive Maintenance	1/24/2026	Primary Weekly Maintenance: Bucket Elevator & Incline Screw Conveyor. Oil checked in reducers. All fittings greased. Chain inspected for slack. Checked drive chain for slack. Belt Checked for tension and wear.	0.00
Waste Water (Taylor Run)	WWTP Structure TR-T-11B	Condition Aessment	1/27/2026	The PVR from T11-B froze up. It was removed to get all the frozen condensation out of it. It was refilled with fresh kerosene and put back into operation.	0.00
Waste Water (Taylor Run)	WWTP Electrical Generator GEN-2	Preventive Maintenance	1/28/2026	Primary Weekly Maintenance: Plant Generator. Checked oil level. Checked coolant level in radiator sight glass. Checked belt for tension. Checked hose connections. Checked gauges and lights.	0.00
Waste Water (Taylor Run)	WWTP Blower K-2	Preventive Maintenance	1/28/2026	Primary Weekly maintenance: K2 blower. Checked oil level. Check belt tensions. Pressure relief valve lubricated. Air filter cleaned. Fittings greased.	0.00
Waste Water (Taylor Run)	WWTP Instrumentation 557	Preventive Maintenance	1/28/2026	Primary Weekly Maintenance: Raw Sampler. Pump tubing inspected for punctures and cracks. Cleaned sensor, sample line and torpedo. Checked for proper operation of lights, heater, fan and refrigerator.	0.00
Waste Water (Taylor Run)	WWTP Instrumentation Alum silo eye wash/ shower	Preventive Maintenance	1/28/2026	Primary Weekly Maintenance: Aluminum Storage Silo eye wash and shower station. System checked for leaks, water pressure and water supply.	0.00
Waste Water (Taylor Run)	WWTP Instrumentation Primary Scum Mixer	Preventive Maintenance	1/28/2026	Primary Weekly Maintenance: Scum mixer. Super bio clean 510 poured into scum pit and mixed for several minutes. We also poured some bio clean into out scum beaches to help break up and developing clogs.	0.00
Waste Water (Taylor Run)	WWTP RBC RBC-B4	Preventive Maintenance	1/28/2026	Primary Weekly Maintenance: RBC B4. RBC weighed with hydraulic pump and weight recorded in maintenance book.	0.00
Waste Water (Taylor Run)	WWTP RBC RBC-A1	Preventive Maintenance	1/28/2026	Primary Weekly Maintenance: RBC A1. RBC weighed with hydraulic pump and weight recorded in maintenance book.	0.00
Waste Water (Taylor Run)	WWTP Instrumentation DS2 sampler	Preventive Maintenance	1/28/2026	Primary Weekly Maintenance: DS2. Pump tubing inspected for punctures and cracks. Cleaned sensor, sample line and torpedo. Checked lights, fan, heater and refrigerator for proper operation.	0.00
Waste Water (Taylor Run)	WWTP RBC RBC-C1	Preventive Maintenance	1/28/2026	Primary Weekly Maintenance: RBC C1. RBC weighed with hydraulic pump and weight recorded in maintenance book.	0.00
Waste Water (Taylor Run)	WWTP RBC RBC-A4	Preventive Maintenance	1/28/2026	Primary Weekly Maintenance: RBC A4. RBC weighed with hydraulic pump and weight recorded in maintenance book.	0.00
Waste Water (Taylor Run)	WWTP RBC RBC-B1	Preventive Maintenance	1/28/2026	Primary Weekly Maintenance: RBC B1. RBC weighed with hydraulic pump and weight recorded in maintenance book.	0.00
Waste Water (Taylor Run)	WWTP Blower K-1	Preventive Maintenance	1/28/2026	Primary Weekly Maintenance: K1 Blower. Oil level checked. Lubricated the pressure relief valve. Clean air filters. Upper and lower arm fittings greased. Oil level in hoist. Hoist cable checked for wear.	0.00

Department	Asset	Activity	Date Completed	Notes	Total Cost
Waste Water (Taylor Run)	WWTP Instrumentation Pak room eye wash and shower system	Preventive Maintenance	1/28/2026	Primary Weekly Maintenance: Pak room eyewash and shower station. System checked for leaks, water supply and pressure.	0.00
Waste Water (Taylor Run)	WWTP RBC RBC-C4	Preventive Maintenance	1/28/2026	Primary Weekly Maintenance: RBC C4. RBC weighed with hydraulic pump and weight recorded in maintenance book.	0.00
Waste Water (Taylor Run)	WWTP Instrumentation DS1 sampler	Preventive Maintenance	1/28/2026	Primary Weekly Maintenance: DS1. Pump tubing inspected for punctures and cracks. Cleaned sensor, sample line and torpedo. Checked lights, fan, heater and refrigerator for proper operation.	0.00

This meeting is being audio recorded for the public record.

Public Works Committee

Date: **December 9, 2025 @ 6:30 PM**

Committee Members Present: Bernie Flynn – 6th Ward (Chair)
Bryan Travis – 2nd Ward
Sheila Vaccaro – 5th Ward

Department Heads Present:
Don Anderson, Interim Director Public Works
Sean Mitchell, Wastewater Director
Keith Kurowski, Director Parks & Recreation

Borough Manager: Sean Metrick

1. Call to Order - meeting was called to order at 7:30 PM
2. Announcements
 - 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.
3. Comments, suggestions, petitions by residents in attendance regarding items not on the agenda.
 - none
4. Departmental Reports
 - a) Traffic & Engineering Reports
 - Kelly Goff, RVE, stated she would highlight three projects for tonight's meeting. The Gay Street closure project is set to mobilize on March 30, 0226 and be completed by July 2nd. The public comment period for the MS4 permit resulted in the agenda being revised accordingly. It is available on the Borough's website for viewing. RVE is currently scheduling outfall inspections. These inspections are a way to determine if anything is getting dumped into the storm sewer system. The High Street Bus Shelter received funding but there are PennDOT requirements that must be met. We made the second submission last week for that project. Mr. Travis said he thought that project was not happening. Ms. Goff explained that the Borough has the funding and is coordinating with SEPTA and PennDOT. Mr. Flynn said he was told that it wasn't happening because there wasn't enough room and he also asked if the County was paying into the project? Ms. Goff stated that a permit is needed

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from PennDOT because of the line-of-sight and a No Turn on Red sign needs to be installed at that location, so it won't impede visibility.

b) Public Works

- Mr. Don Anderson, Interim Director, we did a temporary repair of the patio at the library to stop the water infiltration when it rains. PennDOT has agreed to let the Borough enhance the intersection at N. New Street and W. Chestnut Streets. Once the temperature hits 50 degrees we can put down the thermoplastic lines on the crosswalk. We finished the leaf vacuum program for the year as we work on preparing for the snow season. The sidewalk project in front of the municipal building on E. Gay Street has been completed. Perk-e-Pave was used around the tree well. We added more dog waste containers, as requested, to Kathy McBratnie and Vet's Memorial Parks. Public Works crew also removed the old playground equipment from Horace Pippin Park and we are just waiting for the new equipment to arrive. Approximately one month ago we found an illicit discharge at W. Miner Street, and we contacted Building and Housing to send a NOV.
- There are approximately 60 properties in violation of the trash and recycling ordinance. We started mailing letters to the property owners. The attached Cartegraph reports are we are continuing to use the software. The crew also installed new big belly trash cans, and we will repurpose some of the older cans. The vehicle/equipment list has been updated, and it shows the aging equipment. We have contracts expiring at the end of the year, so we will be going out to bid shortly. We have contacted the current contractors and requested they honor their existing rate until the new bids are received and approved.
- Mr. Metrick stated that during this transition we have been discussing staffing and departmental structure changes. There is a supervisor level position being advertised internally. Mr. Anderson stated they removed the Fleet Manager position from the budget, and an existing supervisor will be tasked with handling fleet.

c) Wastewater

- Sean Mitchell, Wastewater Director, at Goose Creek the micro-screener had a large hole in it preventing it from catching solids. We pulled and sent it to the fabricator to repair. While the unit was off-line, we installed new brushes. New mini splits were installed in the maintenance shop which replaced a 30-year-old heater. Preventative cold-weather maintenance was performed on the clarifier units, and the bypass lines were installed. The heat tracer was turned on at the plant and pump stations. New sensors, power and phone wires were installed on the emergency call-out box. The average monthly flow was 0.823 mgd.

This meeting is being audio recorded for the public record.

- Taylor Run employees found an RBC unit down. They found broken struts and hold down bars. Adjustments made and the unit operational. We will be investigating further repairs and welding work. The aeration blower failed, so we installed the spare. We also discovered the butterfly valve and power switch were faulty. We replaced the parts, cleaned and painted the unit before placing back in service. The original motor and compressor were rebuilt and cleaned, and we are storing them in case we need a spare in the future. Taylor Run had their lab accreditation audit, and everything went well. The average monthly flow was 0.719 mgd.
- The pump stations had their monthly cleaning and inspections. All valves were replaced with stainless steel bolts. Phase One of the Maple Alley Project is still on target for Summer 2026. The block bearings have been delivered to Taylor Run. We opened the bids for the Goose Creek substation project. The recommendation letter and RCO documentation are in order. Brendan Stanton, Inc. was the low bidder at \$545,000. Mr. Travis questioned the disparity between the two bids. Mr. Mitchell explained that while the gaps were large one company owns their equipment and doesn't need to rent while the other company would need to rent machines. Also, one company misinterpreted the bid and included purchasing the equipment which we already purchased. Mr. Flynn suggested rejecting the bid and putting out to bid again. Ms. Vaccaro stated that renting equipment is expensive, so she doesn't think the disparity is that drastic. Mr. Mitchell stated that both bidders were at the pre-construction meeting and one bidder stated they owned equipment and generators while the other stated they would have to rent them. Mr. Travis asked if we could delay this installation and Mr. Mitchell stated this is a 5-year project and the current switch is past its lifespan. If the power goes out, we will have a situation. Mr. Flynn stated he wants to rebid because he feels there is enough time. Ms. Vaccaro stated we had two valid bids. Mr. Flynn asked to discuss it at the Finance Meeting tomorrow. Mr. Travis agreed to resume discussions at the Finance meeting tomorrow.

d) Parks and Recreation

- Keith Kurowski, Parks & Recreation Director, stated they are working with engineers for the Hoopes Park playground redesign. They would like to make it an ADA compliant all-inclusive park including sensory sensitive children, deaf, blind and other disabilities. The Horace Pippin park is ready for the new equipment, but the shipment has been delayed. We are working with the company we purchase equipment from for the John O'Green splash pad. We need to install a larger water line, and we are working on the schematics with the engineers. The intent is to have this completed by May 2026. We are still waiting to hear from the DCED on grants. We are exploring open space areas in the Borough for future park opportunities. We met with Commissioner Moskowitz to discuss connecting the borough to the regional trails. The Pros Plan was submitted to the County, and they gave it great reviews and they support the plan. They are recommending that council

This meeting is being audio recorded for the public record. adopt the plan. Santa at the Square was a great event this year. Mr. Travis stated he didn't receive an email with the Pros Plan and Mr. Kurowski said he would resend. Mr. Flynn asked if Mr. Kurowski knew why event attendance was down. Mr. Kurowski stated he was not comfortable with the metric either, but he doesn't really know., Mr. Flynn asked if there was a company that we can get national numbers through and Mr. Kurowski stated there was, but that agency is expensive and not budgeted. Ms. Vaccaro stated Mr. Kurowski does an amazing job and said to continue doing great work.

5. Old Business

a) Approve November 2025 minutes (attachment)

- Approve 3 – 0

6. Other Business

- Motion to approve Goose Creek Pollution Reduction Plan
 - Mr. Metrick explained we need to update this plan every five years to remove the dirt from the water that runs off the streets and lands. We are required by the DEP, so we calculate using their formulas to figure out how much sediment we need to remove. We have solved one of the biggest problems, which is finding the money. We have the Stream Protection Fee and a reserve built up. We are looking for projects, and we are thinking of long-term storm water management practices. We are looking for projects upstream to maximize impact. We have community groups volunteering to keep the rain gardens clean. We are looking at small jobs since there are a lot of paved areas in the Goose Creek watershed. We are asking Council for the adoption of the Pollution Reduction Plan and addendums. Mr. Travis asked if we could increase street cleaning and Ms. Goff stated we already get credit for street sweeping and are maxed out so increasing the number of routes wouldn't help. Ms. Goff also stated for stream restoration projects you need a 35-foot buffer on either side of the stream and there is nowhere in Goose Creek that can accommodate that buffer.

- Approve 3 – 0

- Motion to approve contract extensions for Custodial Services, Tree Maintenance, and traffic signal maintenance.

- Approve 3 – 0

Adjourn – 8:30 PM



Borough of West Chester

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www.west-chester.com

Borough Council

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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 Anderson, Public Works Director

Date: December 18, 2025

Re: 2026 Tree Maintenance

We opened bids today for 2026 tree maintenance. Attached is a bid tabulation.

We reviewed Tremendous Tree Services, Inc. bid documents and the bid is responsive. Please note that we have reviewed their qualifications and reviewed the references provided. We recommend that a contract be awarded to Tremendous Tree Services, Inc. for the unit prices shown in the bid tabulation, contingent upon the submission of a revised Certificate of Liability Insurance form.

West Chester Borough
2026 Shade Tree Maintenance
Bid Analysis

Total Bids							
<u>No.</u>	<u>Description</u>	<u>Unit</u>	<u>Qty.</u>	<u>Unit Price</u>	<u>Treemendous Tree Services, Inc.</u>	<u>Unit Price</u>	<u>Pro Tree Services LLC</u>
1	4 Person Crew with Chip Truck, Chipper and Aerial Lift	HR	10	\$ 320.00	\$ 3,200.00	\$ 600.00	\$ 6,000.00
2	3 Person Crew with Chip Truck, Chipper and Aerial Lift	HR	10	\$ 240.00	\$ 2,400.00	\$ 525.00	\$ 5,250.00
3	2 Person Crew with Chip Truck and Chipper	HR	10	\$ 160.00	\$ 1,600.00	\$ 350.00	\$ 3,500.00
4	Flagger	HR	5	\$ 50.00	\$ 250.00	\$ 60.00	\$ 300.00
5	Cabling/Bracing	HR	5	\$ 50.00	\$ 250.00	\$ 125.00	\$ 625.00
6	Log Truck	HR	5	\$ 150.00	\$ 750.00	\$ 100.00	\$ 500.00
7	Crane Rate	HR	5	\$ 125.00	\$ 625.00	\$ 200.00	\$ 1,000.00
8	Stump Grinder	HR	4	\$ 80.00	\$ 320.00	\$ 125.00	\$ 500.00
9	Air Spade Crew	HR	4	\$ 80.00	\$ 320.00	\$ 100.00	\$ 400.00
Totals					\$ 9,715.00		\$ 18,075.00



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Borough Manager

Sean Metrick

Memorandum

To: Sean Metrick, Borough Manager

From: Don Anderson, Public Works Director

Date: January 23, 2026

Re: 2026 Landscaping

We opened bids on Tuesday, February 20th, 2026 for 2026 Landscaping. Attached is a bid tabulation.

We reviewed Andrew's Lawn & Landscaping bid documents and the bid is responsible. Please note that we have reviewed their qualifications and reviewed the references provided. They are the same contractor that was awarded the contract previously, and we found their work to be adequate. We recommend that a contract be awarded to Andrew's Lawn and Landscaping for the unit prices shown in the bid tabulation below.

West Chester Borough

2026 Landscaping

Bid Analysis

Total Bids													
No.	Description	Unit	Qty.	Unit Price	Andrew's Lawn and Landscaping	Unit Price	Green Ridge Landscaping Inc	Unit Price	AJR Environmental	Unit Price	Wicho and Sons LLC	Unit Price	ProCare Property Services
1	Mow and Trim Green Field Park	HR	26	\$ 130.00	\$ 3,380.00	\$ 170.00	\$ 4,420.00	\$ 270.00	\$ 7,020.00	\$ 165.00	\$ 4,290.00	\$ 400.00	\$ 10,400.00
2	Mow and Trim Mostellar Park	HR	26	\$ 65.00	\$ 1,690.00	\$ 40.00	\$ 1,040.00	\$ 50.00	\$ 1,300.00	\$ 55.00	\$ 1,430.00	\$ 350.00	\$ 9,100.00
3	Mow and Trim Bayard Rustin Park	HR	26	\$ 65.00	\$ 1,690.00	\$ 70.00	\$ 1,820.00	\$ 90.00	\$ 2,340.00	\$ 145.00	\$ 3,770.00	\$ 175.00	\$ 4,550.00
4	Mow and Trim Kathy McBratnie Park	HR	26	\$ 60.00	\$ 1,560.00	\$ 40.00	\$ 1,040.00	\$ 50.00	\$ 1,300.00	\$ 165.00	\$ 4,290.00	\$ 175.00	\$ 4,550.00
5	Mow and Trim Horace Pippin Park	HR	26	\$ 60.00	\$ 1,560.00	\$ 100.00	\$ 2,600.00	\$ 90.00	\$ 2,340.00	\$ 135.00	\$ 3,510.00	\$ 175.00	\$ 4,550.00
6	Mow and Trim Everhart Park	HR	26	\$ 350.00	\$ 9,100.00	\$ 675.00	\$ 17,550.00	\$ 495.00	\$ 12,870.00	\$ 400.00	\$ 10,400.00	\$ 150.00	\$ 3,900.00
7	Mow and Trim Veterans Memorial Park	HR	26	\$ 60.00	\$ 1,560.00	\$ 20.00	\$ 520.00	\$ 50.00	\$ 1,300.00	\$ 35.00	\$ 910.00	\$ 175.00	\$ 4,550.00
8	Mow and Trim Marshall Square Park	HR	26	\$ 135.00	\$ 3,510.00	\$ 375.00	\$ 9,750.00	\$ 225.00	\$ 5,850.00	\$ 200.00	\$ 5,200.00	\$ 400.00	\$ 10,400.00
9	Mow and Trim Hoopes Park	HR	26	\$ 400.00	\$ 10,400.00	\$ 900.00	\$ 23,400.00	\$ 720.00	\$ 18,720.00	\$ 475.00	\$ 12,350.00	\$ 350.00	\$ 9,100.00
10	Mow and Trim 401 E. Gay Street	HR	26	\$ 100.00	\$ 2,600.00	\$ 85.00	\$ 2,210.00	\$ 200.00	\$ 5,200.00	\$ 135.00	\$ 3,510.00	\$ 200.00	\$ 5,200.00
11	Mow and Trim Barclay Park	HR	26	\$ 80.00	\$ 2,080.00	\$ 160.00	\$ 4,160.00	\$ 90.00	\$ 2,340.00	\$ 200.00	\$ 5,200.00	\$ 250.00	\$ 6,500.00
12	Mow and Trim 205 Lacey Street	HR	26	\$ 60.00	\$ 1,560.00	\$ 20.00	\$ 520.00	\$ 30.00	\$ 780.00	\$ 35.00	\$ 910.00	\$ 150.00	\$ 3,900.00
13	Mow and Trim 9 S. Worthington Street	HR	26	\$ 50.00	\$ 1,300.00	\$ 21.00	\$ 546.00	\$ 35.00	\$ 910.00	\$ 130.00	\$ 3,380.00	\$ 150.00	\$ 3,900.00
14	Mow and Trim 729 Everheart Street	HR	26	\$ 70.00	\$ 1,820.00	\$ 24.75	\$ 643.50	\$ 110.00	\$ 2,860.00	\$ 165.00	\$ 4,290.00	\$ 150.00	\$ 3,900.00
15	Mow and Trim Grass Island (Strasburg Rd & Hannum Ave)	HR	26	\$ 60.00	\$ 1,560.00	\$ 15.00	\$ 390.00	\$ 55.00	\$ 1,430.00	\$ 25.00	\$ 650.00	\$ 150.00	\$ 3,900.00
16	Mow and Trim John O. Green Park	HR	26	\$ 60.00	\$ 1,560.00	\$ 15.00	\$ 390.00	\$ 50.00	\$ 1,300.00	\$ 90.00	\$ 2,340.00	\$ 150.00	\$ 3,900.00
17	Mulch all Borough Parks	HR	26	\$ 76.92	\$ 2,000.00	\$ -	\$ -	\$ 150.00	\$ 3,900.00	\$ 1,500.00	\$ 39,000.00	\$ 2,500.00	\$ 65,000.00
Totals					\$ 48,930.00		\$ 70,999.50		\$ 71,760.00		\$ 105,430.00		\$ 157,300.00



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Borough Manager

Sean Metrick

Memorandum

To: Sean Metrick, Borough Manager

From: Don Anderson, Public Works Director

Date: January 23, 2026

Re: 2026 Rain Garden Maintenance

We opened bids on Tuesday, February 20th, 2026 for 2026 Rain Garden Maintenance. Attached is a bid tabulation.

We reviewed Archewild's bid documents and the bid is responsible. Please note that we have reviewed their qualifications and reviewed the references provided. They are the same contractor that was awarded the contract previously, and we found their work to be adequate. We recommend that a contract be awarded to Archewild for the unit prices shown in the bid tabulation.

**West Chester Borough
2026 Rain Garden Maintenance
Bid Analysis**

Total Bids					
<u>No.</u>	<u>Description</u>	<u>Unit</u>	<u>Qty.</u>	<u>Unit Price</u>	<u>ArcheWild</u>
1	Bidder will perform all services in accordance with the Contract Documents	LS	1	\$ 18,902.00	\$ 18,902.00
2	Shrub Planting 3 Gallon	EA	1	\$ 50.00	\$ 50.00
3	Perennial Planting 1 Gallon	EA	1	\$ 14.00	\$ 14.00
4	Perennial Planting - Flat of 50	EA	1	\$ 141.00	\$ 141.00
5	Watering (1x all locations)	EA	1	\$ 1,229.00	\$ 1,229.00
	Totals				\$ 20,336.00



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Sean Metrick

Memorandum

To: Sean Metrick, Borough Manager

From: Don Anderson, Public Works Director

Date: January 23, 2026

Re: 2026 Street Signs

We opened bids on Tuesday, February 20th, 2026 for 2026 Street Signs. Attached is a bid tabulation.

We reviewed National Highway Products, Inc.'s bid documents and the bid is responsible. Please note that we have reviewed their qualifications and reviewed the references provided. They are the same contractor that was awarded the contract previously, and we found their work to be adequate. We recommend that a contract be awarded to National Highway Products, Inc. for the unit prices shown in the bid tabulation.

West Chester Borough

2026 Street Signs

Bid Analysis

Total Bids									
<u>No.</u>	<u>Description</u>	<u>Unit</u>	<u>Qty.</u>	<u>Unit Price</u>	<u>National Highway Products, Inc</u>	<u>Unit Price</u>	<u>D.E. Gemmill Inc.</u>	<u>Unit Price</u>	<u>AWP Safety</u>
1	Hop Hornbeam	EA	30	\$ 43.55	\$ 1,306.50	\$ 43.85	\$ 1,315.50	\$ 590.00	\$ 17,700.00
2	Shingle Oak	EA	3	\$ 32.86	\$ 98.58	\$ 49.03	\$ 147.09	\$ 556.00	\$ 1,668.00
3	White Oak	EA	4	\$ 9.69	\$ 38.76	\$ 8.34	\$ 33.36	\$ 530.00	\$ 2,120.00
4	Bur Oak	EA	10	\$ 11.91	\$ 119.10	\$ 11.78	\$ 117.80	\$ 525.00	\$ 5,250.00
5	Swamp White Oak	EA	4	\$ 31.02	\$ 124.08	\$ 49.50	\$ 198.00	\$ 575.00	\$ 2,300.00
6	American Elm	EA	4	\$ 23.54	\$ 94.16	\$ 30.72	\$ 122.88	\$ 555.00	\$ 2,220.00
7	Red Maple	EA	4	\$ 47.96	\$ 191.84	\$ 61.94	\$ 247.76	\$ 600.00	\$ 2,400.00
8	River Birch	EA	4	\$ 31.02	\$ 124.08	\$ 49.50	\$ 198.00	\$ 575.00	\$ 2,300.00
9	Serviceberry	EA	4	\$ 23.54	\$ 94.16	\$ 30.72	\$ 122.88	\$ 555.00	\$ 2,220.00
10	Willow Oak	EA	4	\$ 47.96	\$ 191.84	\$ 61.94	\$ 247.76	\$ 600.00	\$ 2,400.00
11	Black Gum	EA	4	\$ 47.96	\$ 191.84	\$ 45.42	\$ 181.68	\$ 600.00	\$ 2,400.00
12	Eastern Red Bud	EA	4	\$ 31.02	\$ 124.08	\$ 49.50	\$ 198.00	\$ 565.00	\$ 2,260.00
13	Flowering Dogwood	EA	4	\$ 23.54	\$ 94.16	\$ 30.72	\$ 122.88	\$ 555.00	\$ 2,220.00
14	Sweetbay Magnolia	EA	10	\$ 23.54	\$ 235.40	\$ 38.78	\$ 387.80	\$ 550.00	\$ 5,500.00
15	Sweetbay Magnolia	EA	10	\$ 23.54	\$ 235.40	\$ 38.78	\$ 387.80	\$ 550.00	\$ 5,500.00
16	Sweetbay Magnolia	EA	4	\$ 18.83	\$ 75.32	\$ 23.40	\$ 93.60	\$ 550.00	\$ 2,200.00
17	Sweetbay Magnolia	EA	5	\$ 14.32	\$ 71.60	\$ 19.54	\$ 97.70	\$ 530.00	\$ 2,650.00
18	Sweetbay Magnolia	EA	5	\$ 14.32	\$ 71.60	\$ 19.54	\$ 97.70	\$ 550.00	\$ 2,750.00
19	Sweetbay Magnolia	EA	5	\$ 14.32	\$ 71.60	\$ 19.54	\$ 97.70	\$ 530.00	\$ 2,650.00
20	Sweetbay Magnolia	EA	5	\$ 14.32	\$ 71.60	\$ 19.54	\$ 97.70	\$ 530.00	\$ 2,650.00
21	Sweetbay Magnolia	EA	5	\$ 14.32	\$ 71.60	\$ 19.54	\$ 97.70	\$ 530.00	\$ 2,650.00
22	Sweetbay Magnolia	EA	5	\$ 14.32	\$ 71.60	\$ 19.54	\$ 97.70	\$ 550.00	\$ 2,750.00
23	Sweetbay Magnolia	EA	10	\$ 14.32	\$ 143.20	\$ 13.99	\$ 139.90	\$ 530.00	\$ 5,300.00
24	Sweetbay Magnolia	EA	10	\$ 14.32	\$ 143.20	\$ 13.99	\$ 139.90	\$ 540.00	\$ 5,400.00
Totals					\$ 4,055.30		\$ 4,988.79		\$ 87,458.00



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7224 DIVISION HIGHWAY • NARVON, PA 17555 • 717-351-6025
www.chestercountyswa.org

November 7, 2025

Dear Customer,

I have enclosed our 2026 User Fee Schedule. We have raised some of our rates by \$3.00 per ton after rebate for 2026. The rate for Municipal Solid Waste will increase to \$100.00 per ton, our rebates have increased to \$11.00 per ton. These rates will become effective January 1, 2026.

Our 2025 and 2026 Holiday Schedules are also enclosed. Please note the early closure dates.

If we do not have a Frozen/Non-Frozen Load Assistance Permission Slip on file, please complete and return the enclosed form to DAnderson@ChesterCSWA.org.

Please make sure that we have the most up to date Emergency Contact information on file.

We wanted to remind you that you can receive up to the minute news from the Chester County Solid Waste Authority via Twitter. We can be followed at #chesterCSWA. We plan to continue to give you notifications via email, but this service allows you to receive a short message to your email account and a text to your mobile phone if you prefer. To sign up for alerts, scan the QR code below or on our website please go to - <http://www.chestercswa.org/index.aspx?NID=64>



Please contact me if you have any questions at 484 796-4040 or BWatts@ChesterCSWA.org.

Sincerely,

A handwritten signature in blue ink that reads "Robert A. Watts".

Robert A. Watts
Executive Director
Enclosures

CHESTER COUNTY SOLID WASTE AUTHORITY
LANCHESTER SANITARY LANDFILL
2026 USER FEES (price per TON)

<u>MUNICIPAL SOLID WASTE</u>	<u>USER FEE (After Rebate)</u>
Commercial/Residential Trash - see Note 1 below	\$89.00/TON
Transfer Trailer Commercial/Residential - see Note 2 below	\$86.00/TON
Construction & Demolition Waste	\$84.00/TON

- Note 1 - Rebate of \$11.00 per ton below the base rate of \$100.00 per ton is provided to Commercial and Residential Customers who are approved by CCSWA and maintain satisfactory Credit Account and Payment Status.
- Note 2 - Rebate of \$14.00 per ton below the base rate of \$100.00 per ton is provided to Commercial and Residential Customers who are approved by CCSWA and maintain satisfactory Credit Account and Payment Status.

<u>RECYCLABLE MATERIALS</u>	<u>PER TON</u>
Leaves /Grass Clippings (plastic bags not accepted)	
October thru January	\$25.00
February thru September	\$55.00
Vegetative Wood/Brush/Christmas trees	\$55.00
Clean Hardwoods/Skids (i.e. unpainted, unstained, no metals)	\$55.00
 **Any combination of the above-mentioned Recyclable Materials	 \$55.00
**Minimum transaction charge for Recyclable Materials going to the Compost Site	\$10.00

<u>OTHER CHARGES (per ITEM)</u>			
Untarped Load	\$20.00	Hot Load	\$120.00
Public Scale Charge	\$ 6.00	Re-Load/Clean Up Min.	\$120.00
Unloading Assistance Minimum	\$50.00	Mattresses & Boxsprings	\$ 35.00
Frozen Load Assistance*	\$50.00	No-Show Asbestos Fee	\$120.00
*Requires a signed permission before assistance		Refrigerant Item (Freon©)	\$ 22.00

<u>PADEP APPROVED RESIDUAL WASTES</u>	<u>2026 USER FEE (price per TON)</u>
<u>NO SPECIAL HANDLING REQUIRED</u>	\$80.00-\$88.00 ⁽¹⁾
Contaminated Soils	
Wet/Dry Food Processing Waste	
Paper Sludges	
Wastewater Treatment Sludges	
Water Treatment Sludges	
Dry Industrial Sludges	
Contaminated Soils (disposal required)	
Form "S" Residual Waste	
<u>SPECIAL HANDLING REQUIRED</u>	
Bulky Construction & Demolition	\$91.00
Bulky Transfer Trailer	\$95.00
Oversized and Special Handling Required	\$95.00 ⁽²⁾⁽³⁾
Styro-Foam	\$150.00
Patient Care	\$95.00
Industrial Wire	\$95.00
Coating Powders	\$95.00
Carbon Dust	\$95.00
Asbestos (add'l fee for no-show – see other charges)	\$210.00
*Tires – Banned from landfilling, requiring transport to another facility.	
*Option 1 – Hauler reloads all tires on truck	\$0
*Option 2 – Charge for Accepting Car/Truck Tires/Off Road	\$15.00/\$35.00/\$375.00 ea.
<u>ASH RESIDUES</u>	\$85.00 ⁽²⁾⁽³⁾
Hospital Incinerator	
Municipal Sludge Incinerator	
Sand Blast Grit	
<u>BENEFICIAL USE WASTE (PA DEP APPROVED)</u>	\$63.00 ⁽²⁾⁽³⁾⁽⁴⁾
Contaminated Soil	
Foundry Sand	
Municipal Incinerator Ash	
Dredge Materials	
Other PADEP-Approved Residual Wastes	\$72.00-\$81.00 ⁽⁴⁾

- (1) Lower proposed fee applicable to 3-year disposal agreements; higher fee for commitments of 1 year or less.
- (2) A ten percent (10%) user fee discount may apply to all Special Handling Waste, Ash Residues, and/or Beneficial Use Waste for disposal agreements of 3 years or longer. "The Three-Year Agreement."
- (3) A five percent (5%) user fee discount may apply to all Special Handling Waste, Ash Residues, and/or Beneficial Use Waste for disposal agreements of less than three years provided that the customer agrees to dispose of all waste of that type generated or collected by the customer is disposed of at Lanchester during the contract period. The "All Waste Discount."
- (4) Applicable rates to be determined based on waste type, quantity special handling, and/or reporting record keeping requirements and term of disposal agreement.

Revised 08.27.25

Small Load Facility Customers

Residential Trash

Homeowner/Passenger Vehicle (per 30 gallon bag)	\$ 3.50
Minimum Charge (non-Passenger Vehicle up to 500 lbs.)	\$25.00
Municipal Solid Waste (over 500 lbs./load)	\$100.00/Ton

Bulky & Other Trash

Bulky Items	\$12.00 for each item
(Examples of Bulky Items: Pianos, 6 ft couches, spas etc.)	

Other Fees

Untarped Load Penalty Fee	\$20.00
Refrigerant Containing Appliances	\$22.00
Mattresses & Boxsprings (each piece)	\$35.00
Public Scale Charge	\$6.00

**Bays 1-3 and 5 is for Trash
Bay 4 is for Metals Only**

LANCHESTER SANITARY LANDFILL

Wood/Vegetative Compost Program 2026 User Fees

User Fees - All wood waste must be free of plastic bags and refuse*

- | | |
|--|-----------------|
| 1. Leaves/Grass clippings (no plastic bags) | |
| October thru January | \$25.00 per ton |
| February thru September | \$55.00 per ton |
| 2. Branches and tree limbs | \$55.00 per ton |
| 3. Brush (free of plastic & refuse) | \$55.00 per ton |
| 4. Construction-related wood waste
(free of refuse, unpainted & non-pressure treated) | \$55.00 per ton |
| 5. Pallets/skids/wooden crates | \$55.00 per ton |
| 6. Commingled loads of construction wood (Item 4) &
any vegetative waste (Items 1-3) | \$55.00 per ton |
| 7. Tree Stumps - We are no longer accepting tree stumps.
Please see our website for recommended recycling/disposal
https://www.chestercountyswa.org/ | |

***NOTE:**

*Wood waste containing refuse, plastics, painted and/or pressure treated wood must be disposed of as municipal solid waste at the Authority's adopted rate. A clean up fee of \$120.00 will be charged for any trash left behind at the compost site.

**Stones, rocks and excessive amounts of dirt cannot be dumped at the Compost Site.

Telephone poles and railroad ties cannot be composted and will be landfilled at the bulky C&D handling rate of \$91/ton. Must be cut to 8 ft. lengths.

Revised 08.27.25

CHESTER COUNTY SOLID WASTE AUTHORITY
Lanchester Landfill
Revised 2025 Approved Holiday Schedule

Saturday, December 28, 2024 – Landfill will stay open until 2:00 PM

Tuesday, December 31, 2024 – Landfill will close at 2:00 PM

Wednesday, January 1, 2025 – Closed for New Year Holiday

Thursday, January 2, 2025 — Landfill will be open for normal hours

Saturday, January 4, 2025 – Landfill will stay open until 2:00 PM

Monday, May 26, 2025 — Closed for Memorial Day Holiday

Tuesday, May 27, 2025 — Landfill will be open for normal hours

Saturday, May 31, 2025 – Landfill will stay open until 2:00 PM

Friday, July 4, 2025 — Closed for Independence Day Holiday

Saturday, July 5, 2025 – Landfill will stay open until 2:00 PM

Monday, September 1, 2025 — Closed for Labor Day Holiday

Tuesday, September 2, 2025 — Landfill will be open for normal hours

Saturday, September 6, 2025 – Landfill will stay open until 2:00 PM

Thursday, November 27, 2025 — Closed for Thanksgiving Holiday

Friday, November 28, 2025— Landfill will be open for normal hours

Saturday, November 29, 2025 – Landfill will stay open until 2:00 PM

Wednesday, December 24, 2025 – Landfill will close at 2:00 PM

Thursday, December 25, 2025 — Closed for Christmas Holiday

Friday, December 26, 2025 – Landfill will be open for normal hours

Saturday, December 27, 2025 – Landfill will stay open until 2:00 PM

Wednesday, December 31, 2025 – Landfill will close at 2:00 PM

Thursday, January 1, 2026 – Closed for New Year Holiday

Friday, January 2, 2026 — Landfill will be open for normal hours

Saturday, January 3, 2026 – Landfill will stay open until 2:00 PM

CHESTER COUNTY SOLID WASTE AUTHORITY
Lanchester Landfill
2026 Approved Holiday Schedule

Saturday, December 27, 2025 – Landfill will stay open until 2:00 PM

Wednesday, December 31, 2025 – Landfill will close at 2:00 PM

Thursday, January 1, 2026 – Closed for New Year Holiday

Friday, January 2, 2026 — Landfill will be open for normal hours

Saturday, January 3, 2026 – Landfill will stay open until 2:00 PM

Monday, May 25, 2026 — Closed for Memorial Day Holiday

Tuesday, May 26, 2026 — Landfill will be open for normal hours

Saturday, May 30, 2026 – Landfill will stay open until 2:00 PM

Saturday, July 4, 2026 — Closed for Independence Day Holiday

Monday, September 7, 2026 — Closed for Labor Day Holiday

Tuesday, September 8, 2026 — Landfill will be open for normal hours

Saturday, September 12, 2026 – Landfill will stay open until 2:00 PM

Thursday, November 26, 2026 — Closed for Thanksgiving Holiday

Friday, November 27, 2026— Landfill will be open for normal hours

Saturday, November 28, 2026 – Landfill will stay open until 2:00 PM

Thursday, December 24, 2026 – Landfill will close at 2:00 PM

Friday, December 25, 2026 — Closed for Christmas Holiday

Saturday, December 26, 2026 – Landfill will stay open until 2:00 PM

Thursday, December 31, 2026 – Landfill will close at 2:00 PM

Friday, January 1, 2026 – Closed for New Year Holiday

Saturday, January 3, 2026 – Landfill will stay open until 2:00 PM

Chester County Solid Waste Authority

FROZEN/NON-FROZEN ASSISTED LOAD AUTHORIZATION

I hereby give the Chester County Solid Waste Authority permission to provide unloading assistance from containers owned or leased by the below-mentioned company, as requested by the driver.

I understand that this service is dependent upon the availability of equipment and manpower.

The current rate for this service is \$50. If this service fee changes, you will be notified.

This service will normally be done on or near the landfill face, or at a spot designated by the landfill personnel and will be best accommodated between the hours of 8:00 am and 3:00 pm.

I Agree _____
(Opt In – Allow Assistance*)

I Disagree _____
(Opt Out – Do Not Assist)

*You may change this preference at any time by requesting, completing and returning this form.

Company Name: _____

Authorized Signature: _____

Printed Name: _____ Date: _____

INCLEMENT WEATHER / CLOSING / SPECIAL CONDITIONS NOTIFICATIONS

Email: _____

You can also go to our website to sign up for text and email notifications at <https://www.chestercountyswa.org/361/Notification-Sign-Up>

EMERGENCY CONTACT INFORMATION

In the event of an emergency regarding one of your employees on-site, please provide an emergency name and contact number (list multiples if necessary):

Name: _____ Number: _____

Name: _____ Number: _____

Name: _____ Number: _____

Name: _____ Number: _____

Please return this completed form to Dayle Anderson at DAnderson@ChesterCSWA.org or mail to 7224 Division Hwy., Narvon, PA 17555

CHESTER COUNTY SOLID WASTE AUTHORITY

MUNICIPAL WASTE REBATE AGREEMENT

This Agreement is entered into by and between Chester County Solid Waste Authority ("CCSWA") and _____ (the "Customer") this _____ day of _____, 2026 (the "Effective Date").

Background

- A. CCSWA owns and operates the Lanchester Landfill for the disposal of Municipal and Residual Solid Waste under Permit No. 100944.
- B. CCSWA receives Municipal Waste as hereinafter defined from 49 municipalities within its Chester County Service Area as shown on Exhibit A attached hereto (the "Service Area"), in accordance with the terms of the Chester County Municipal Waste Plan approved by the Pennsylvania Department of Environmental Protection.
- C. All Municipal Waste generated within the CCSWA Service Area must be delivered to the Lanchester Landfill in accordance with the aforementioned Municipal Waste Plan and pursuant to §4.2 of the Chester County Designated Site Ordinance, Ordinance No. 2010-02,
- D. Customer collects Municipal Waste from the CCSWA Service Area and disposes of said waste at Lanchester.

Agreement

NOW, THEREFORE, in consideration of the mutual promises of this Agreement and intending to be legally bound hereby, the CCSWA and the Customer agree as follows:

1. **Incorporation of Background.** Background paragraphs A through D are incorporated in this Agreement as if set forth fully herein.
2. **Definition of Municipal Waste.** Municipal Waste, as used herein, shall mean Municipal Waste as defined in Section 103 of Act 101 of 1988, 53 P.S. §4000.103, including any solid waste generated or collected within the County which includes garbage, refuse, industrial lunchroom or office waste and other material, including solid, liquid, semisolid or contained gaseous material, resulting from operation of residential, municipal, commercial or institutional establishments, and from community activities, and any sludge not meeting the definition of residual or hazardous waste in Act 97 of 1980 from a municipal, commercial or institutional water supply treatment plan, waste water treatment

plant or air pollution control facility. The term "Municipal Waste" does not include source separated recyclable materials.

3. **Term.** This agreement shall not be effective unless executed by the Customer and submitted to the CCSWA prior to 12 noon EST on January 30, 2027. This Agreement shall commence on January 1, 2026 and shall continue until December 31, 20____. This Agreement shall automatically renew for additional periods of one calendar year upon the same terms contained herein unless either party terminates the Agreement by a written notice received by the other party on or before November 1 of the year proceeding the next renewal year.
4. **Rules and Regulations; Fees.** CCSWA's Rules and Regulations, including its user fees for the disposal of Municipal Waste at Lanchester, shall be established at least annually by CCSWA. The CCSWA shall provide not less than thirty (30) days' prior written notice to the Customer of any changes in its established user fees for Municipal Waste. During the term of this Agreement, the CCSWA shall not provide Municipal Waste disposal services to any other similarly situated customer on more favorable terms than available to the Customer as herein provided.
5. **Scope of Agreement.** During the term of this Agreement the Customer shall comply with all CCSWA Rules and Regulations and applicable user fees. Customer shall deliver to the CCSWA and the CCSWA shall accept for disposal all Municipal Waste generated or collected by the Customer within the Service Area.
6. **Termination by the Customer.** Customer may terminate this Agreement upon the following conditions provided that the CCSWA does not correct such conditions within thirty (30) days of receipt of written notice thereof from the Customer.
 - a. The CCSWA increases its user fees for Municipal Waste disposal to an amount in excess of the user fee for Municipal Waste disposal set forth in Exhibit B attached hereto, or decreases the rebate amount set forth in Exhibit B;
 - b. The Lanchester Landfill repeatedly and in material respects fails to conform to applicable governmental rules, regulations or permit conditions or if the CCSWA's services under this Agreement are repeatedly and in material respects deficient in context of accepted waste handling practices; or
 - c. The CCSWA fails or refuses to perform its obligations under this Agreement.

7. **Termination by the CCSWA.** The CCSWA may terminate this Agreement upon the following conditions provided that the Customer does not correct such conditions within thirty (30) days of receipt of written notice thereof from the CCSWA.
 - a. The Customer fails to deliver all Municipal Waste collected by the Customer from within the Service Area to the CCSWA in accordance with Section 4 herein, as determined by CCSWA. Unintentional and nonmaterial failures by the Customer to deliver to the CCSWA all the Municipal Waste subject to this Agreement will not be grounds to terminate this Agreement by the CCSWA provided that the Customer provides written notice of the failure with 72 hours of the event, and cures such failure by the delivery to the CCSWA of sufficient amounts of alternative or replacement Municipal Waste from outside of the Service Area to account for the failure.
 - b. The Customer fails to maintain a current payment account with the CCSWA for a period of thirty (30) days in accordance with the CCSWA Rules and Regulations.
8. **Rebate.** In consideration of the Customer complying with its obligations under Section 4 hereof, the CCSWA shall grant a rebate to the Customer in the amounts shown on Exhibit B for all Municipal Waste delivered to the CCSWA by the Customer under this Agreement during the preceding thirteen (13) week calendar period for which the Customer has paid the CCSWA invoices in full.
9. **Independent Contractor.** For all purposes, the Customer is and at all times during the term of this Agreement shall be an independent contractor and employing unit. Neither the CCSWA nor the Customer is an agent or employee of the other, and neither party is authorized to make any representations or incur any liabilities on behalf of the other party.
10. **Indemnity.** So long as the Customer performs the Customer's obligations under this Agreement, the CCSWA will indemnify and hold harmless the Customer from all costs, claims and expenses related to Municipal Waste which the Customer disposes of through the CCSWA under this Agreement. The Customer shall indemnify and hold harmless the CCSWA from all cost, claims and expenses arising by reason of the Customer's neglect or wrongful acts or omissions relating to this Agreement or of the Customer's breach of this Agreement.
11. **Binding Effect.** This Agreement shall bind the successors and assigns of the CCSWA and/or the Customer including any purchaser of substantially all of the assets of the CCSWA and/or the Customer.

12. **Severability.** In the event that any of this Agreement shall be determined to be null and void by a court of competent jurisdiction or by any change in applicable law, all remaining sections herein shall remain in full force and effect.

IN WITNESS WHEREOF, the CCSWA and the Customer have entered into this Agreement as of the Effective Date.

CHESTER COUNTY
SOLID WASTE AUTHORITY

CUSTOMER

By: _____
Signature

By: _____
Signature

Print Name and Title

Print Name and Title

Dated: _____

Dated: _____



Borough of West Chester

401 East Gay Street, West Chester, Pennsylvania 19380

Telephone: 610-692-7574 Facsimile: 610-436-009

www.west-chester.com

Borough Council

Nicole Scimone, President

Bernie Flynn, Vice-President

Jerome Szczepaniak

Bryan Travis

Brian McGinnis

Stephen Marvin

Lisa Kearns

Mayor

Lillian L. DeBaptiste

Borough Manager

Sean Metrick

Memorandum

To: Sean Metrick, Borough Manager

From: Don Anderson, Public Works Director

Date: January 23, 2026

Re: 2026 Street Signs

We opened bids on Tuesday, February 20th, 2026 for 2026 Street Signs. Attached is a bid tabulation.

We reviewed National Highway Products, Inc.'s bid documents and the bid is responsible. Please note that we have reviewed their qualifications and reviewed the references provided. They are the same contractor that was awarded the contract previously, and we found their work to be adequate. We recommend that a contract be awarded to National Highway Products, Inc. for the unit prices shown in the bid tabulation.

West Chester Borough

2026 Street Signs

Bid Analysis

Total Bids									
<u>No.</u>	<u>Description</u>	<u>Unit</u>	<u>Qty.</u>	<u>Unit Price</u>	<u>National Highway Products, Inc</u>	<u>Unit Price</u>	<u>D.E. Gemmill Inc.</u>	<u>Unit Price</u>	<u>AWP Safety</u>
1	Hop Hornbeam	EA	30	\$ 43.55	\$ 1,306.50	\$ 43.85	\$ 1,315.50	\$ 590.00	\$ 17,700.00
2	Shingle Oak	EA	3	\$ 32.86	\$ 98.58	\$ 49.03	\$ 147.09	\$ 556.00	\$ 1,668.00
3	White Oak	EA	4	\$ 9.69	\$ 38.76	\$ 8.34	\$ 33.36	\$ 530.00	\$ 2,120.00
4	Bur Oak	EA	10	\$ 11.91	\$ 119.10	\$ 11.78	\$ 117.80	\$ 525.00	\$ 5,250.00
5	Swamp White Oak	EA	4	\$ 31.02	\$ 124.08	\$ 49.50	\$ 198.00	\$ 575.00	\$ 2,300.00
6	American Elm	EA	4	\$ 23.54	\$ 94.16	\$ 30.72	\$ 122.88	\$ 555.00	\$ 2,220.00
7	Red Maple	EA	4	\$ 47.96	\$ 191.84	\$ 61.94	\$ 247.76	\$ 600.00	\$ 2,400.00
8	River Birch	EA	4	\$ 31.02	\$ 124.08	\$ 49.50	\$ 198.00	\$ 575.00	\$ 2,300.00
9	Serviceberry	EA	4	\$ 23.54	\$ 94.16	\$ 30.72	\$ 122.88	\$ 555.00	\$ 2,220.00
10	Willow Oak	EA	4	\$ 47.96	\$ 191.84	\$ 61.94	\$ 247.76	\$ 600.00	\$ 2,400.00
11	Black Gum	EA	4	\$ 47.96	\$ 191.84	\$ 45.42	\$ 181.68	\$ 600.00	\$ 2,400.00
12	Eastern Red Bud	EA	4	\$ 31.02	\$ 124.08	\$ 49.50	\$ 198.00	\$ 565.00	\$ 2,260.00
13	Flowering Dogwood	EA	4	\$ 23.54	\$ 94.16	\$ 30.72	\$ 122.88	\$ 555.00	\$ 2,220.00
14	Sweetbay Magnolia	EA	10	\$ 23.54	\$ 235.40	\$ 38.78	\$ 387.80	\$ 550.00	\$ 5,500.00
15	Sweetbay Magnolia	EA	10	\$ 23.54	\$ 235.40	\$ 38.78	\$ 387.80	\$ 550.00	\$ 5,500.00
16	Sweetbay Magnolia	EA	4	\$ 18.83	\$ 75.32	\$ 23.40	\$ 93.60	\$ 550.00	\$ 2,200.00
17	Sweetbay Magnolia	EA	5	\$ 14.32	\$ 71.60	\$ 19.54	\$ 97.70	\$ 530.00	\$ 2,650.00
18	Sweetbay Magnolia	EA	5	\$ 14.32	\$ 71.60	\$ 19.54	\$ 97.70	\$ 550.00	\$ 2,750.00
19	Sweetbay Magnolia	EA	5	\$ 14.32	\$ 71.60	\$ 19.54	\$ 97.70	\$ 530.00	\$ 2,650.00
20	Sweetbay Magnolia	EA	5	\$ 14.32	\$ 71.60	\$ 19.54	\$ 97.70	\$ 530.00	\$ 2,650.00
21	Sweetbay Magnolia	EA	5	\$ 14.32	\$ 71.60	\$ 19.54	\$ 97.70	\$ 530.00	\$ 2,650.00
22	Sweetbay Magnolia	EA	5	\$ 14.32	\$ 71.60	\$ 19.54	\$ 97.70	\$ 550.00	\$ 2,750.00
23	Sweetbay Magnolia	EA	10	\$ 14.32	\$ 143.20	\$ 13.99	\$ 139.90	\$ 530.00	\$ 5,300.00
24	Sweetbay Magnolia	EA	10	\$ 14.32	\$ 143.20	\$ 13.99	\$ 139.90	\$ 540.00	\$ 5,400.00
Totals					\$ 4,055.30		\$ 4,988.79		\$ 87,458.00



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Sean Metrick

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To: Sean Metrick, Borough Manager

From: Don Anderson, Public Works Director

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West Chester Borough

2026 Street Signs

Bid Analysis

Total Bids									
No.	Description	Unit	Qty.	Unit Price	National Highway		D.E. Gemmill Inc.		AWP Safety
					Products, Inc	Unit Price	Unit Price	Unit Price	
1	R1-1 - 30" x 30"	EA	30	\$ 43.55	\$ 1,306.50	\$ 43.85	\$ 1,315.50	\$ 590.00	\$ 17,700.00
2	R1-2 - 30" x 30" x 30"	EA	3	\$ 32.86	\$ 98.58	\$ 49.03	\$ 147.09	\$ 556.00	\$ 1,668.00
3	R1-3 - 12" x 6"	EA	4	\$ 9.69	\$ 38.76	\$ 8.34	\$ 33.36	\$ 530.00	\$ 2,120.00
4	R1-4 - 18" x 6"	EA	10	\$ 11.91	\$ 119.10	\$ 11.78	\$ 117.80	\$ 525.00	\$ 5,250.00
5	R3-1 - 24" x 24"	EA	4	\$ 31.02	\$ 124.08	\$ 49.50	\$ 198.00	\$ 575.00	\$ 2,300.00
6	R3-1P - 24" x 18"	EA	4	\$ 23.54	\$ 94.16	\$ 30.72	\$ 122.88	\$ 555.00	\$ 2,220.00
7	R3-7L - 30" x 30"	EA	4	\$ 47.96	\$ 191.84	\$ 61.94	\$ 247.76	\$ 600.00	\$ 2,400.00
8	R3-2 - 24" x 24"	EA	4	\$ 31.02	\$ 124.08	\$ 49.50	\$ 198.00	\$ 575.00	\$ 2,300.00
9	R3-2P - 24" x 18"	EA	4	\$ 23.54	\$ 94.16	\$ 30.72	\$ 122.88	\$ 555.00	\$ 2,220.00
10	R3-7R - 30" x 30"	EA	4	\$ 47.96	\$ 191.84	\$ 61.94	\$ 247.76	\$ 600.00	\$ 2,400.00
11	R5-1 - 30" x 30"	EA	4	\$ 47.96	\$ 191.84	\$ 45.42	\$ 181.68	\$ 600.00	\$ 2,400.00
12	R5-2 - 24" x 24"	EA	4	\$ 31.02	\$ 124.08	\$ 49.50	\$ 198.00	\$ 565.00	\$ 2,260.00
13	R5-2P - 24" x 18"	EA	4	\$ 23.54	\$ 94.16	\$ 30.72	\$ 122.88	\$ 555.00	\$ 2,220.00
14	R6-1R - 36" x 12"	EA	10	\$ 23.54	\$ 235.40	\$ 38.78	\$ 387.80	\$ 550.00	\$ 5,500.00
15	R6-1L - 36" x 12"	EA	10	\$ 23.54	\$ 235.40	\$ 38.78	\$ 387.80	\$ 550.00	\$ 5,500.00
16	R9-3 - 18" x 18"	EA	4	\$ 18.83	\$ 75.32	\$ 23.40	\$ 93.60	\$ 550.00	\$ 2,200.00
17	R7-1 - 12" x 18"	EA	5	\$ 14.32	\$ 71.60	\$ 19.54	\$ 97.70	\$ 530.00	\$ 2,650.00
18	R7-2 - 12" x 18"	EA	5	\$ 14.32	\$ 71.60	\$ 19.54	\$ 97.70	\$ 550.00	\$ 2,750.00
19	R7-6 - 12" x 18"	EA	5	\$ 14.32	\$ 71.60	\$ 19.54	\$ 97.70	\$ 530.00	\$ 2,650.00
20	R7-14 - 12" x 18"	EA	5	\$ 14.32	\$ 71.60	\$ 19.54	\$ 97.70	\$ 530.00	\$ 2,650.00
21	R7-25 - 12" x 18"	EA	5	\$ 14.32	\$ 71.60	\$ 19.54	\$ 97.70	\$ 530.00	\$ 2,650.00
22	R7-35 - 12" x 18"	EA	5	\$ 14.32	\$ 71.60	\$ 19.54	\$ 97.70	\$ 550.00	\$ 2,750.00
23	R7-8 - 12" x 18"	EA	10	\$ 14.32	\$ 143.20	\$ 13.99	\$ 139.90	\$ 530.00	\$ 5,300.00
24	R7-8F - 12" x 18"	EA	10	\$ 14.32	\$ 143.20	\$ 13.99	\$ 139.90	\$ 540.00	\$ 5,400.00
Totals					\$ 4,055.30		\$ 4,988.79		\$ 87,458.00

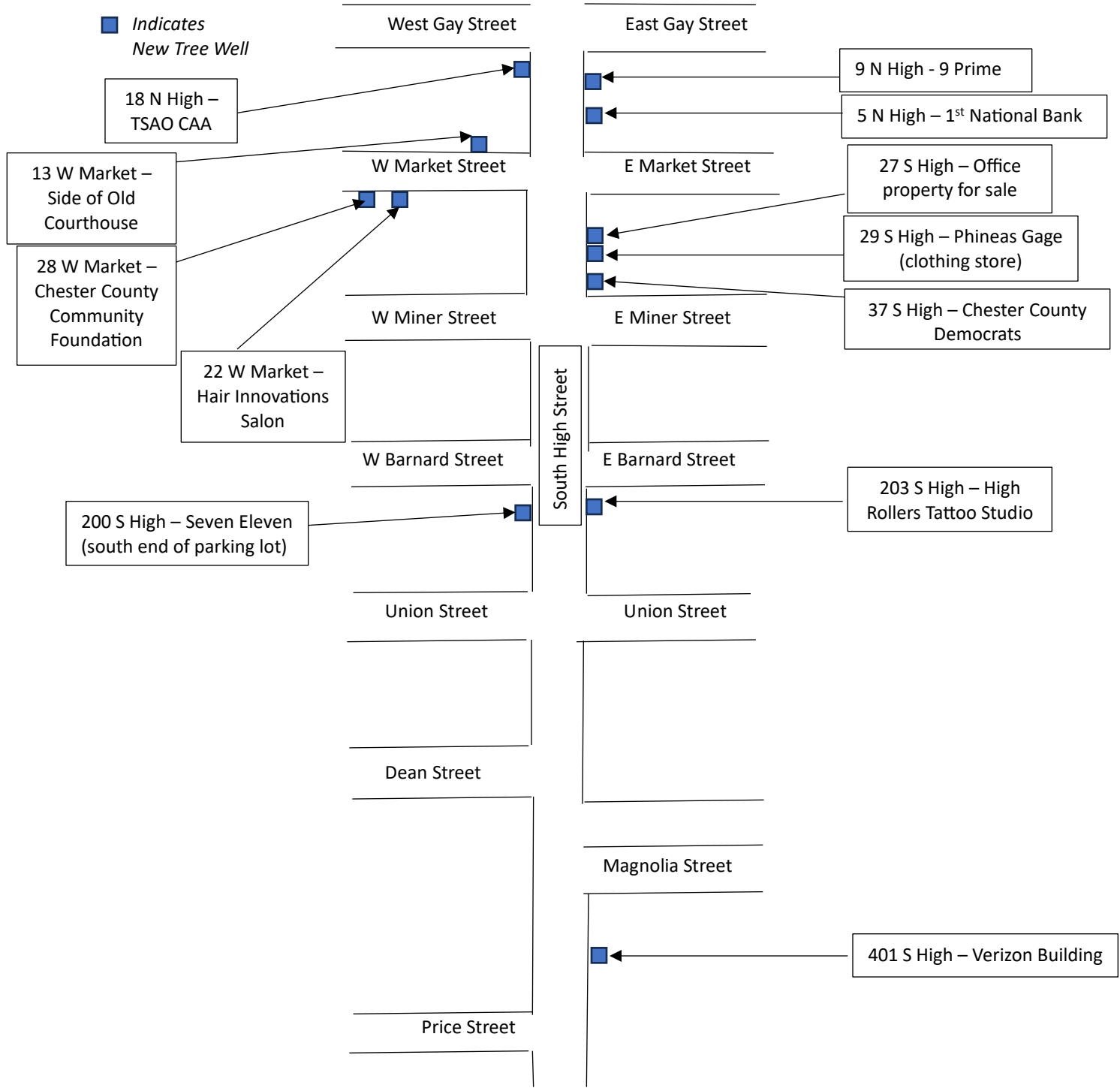


Borough of West Chester

Plan to Add New Tree Wells in the Business District

A Joint Project of the Business Improvement District & the Tree Commission

■ Indicates New Tree Well



12 New 4 ft x 4 ft tree wells to be cut in the brick or concrete sidewalk. The Business Improvement District will fund cutting the tree wells. The Borough will fund planting trees in the tree wells

Project Information

Overview

- Twelve 4 feet by 4 feet tree wells are created by cutting existing concrete or brick siding.
- Locations are in the Business District selected by the Tree Commission and the Business Improvement District (BID)
- The project will occur coincident with the spring street tree planting.
- A placard celebrating America 250 will be placed at the new tree well/tree on the West Market Street sidewalk at the side of the Historic Courthouse

Description

- Prior to cutting Paonecall will mark any utility conflicts and in the event of utility conflicts, impacted location(s) will be moved accordingly.
- All tree wells are next to the street curb.
- Tree wells will not be located directly in front of building front doors.
- For new brick wells a 4 by 4 metal frame is placed inside the tree well to keep the adjacent bricks in place.
- New tree wells are filled with mulch until a new tree is planted to eliminate tripping hazards.
- The tree wells are in compliance with West Chester's sidewalk and curb ordinance paragraph 95-11 A(4).

Price

- All Seasons Landscaping will be contracted to cut these new tree wells. All Seasons was the 2025 tree planting contractor and did an excellent job.
- All Seasons' price is \$260 per tree well. The price is the same for concrete and brick sidewalks. The total tree well creation project cost is \$3,120.
- As a separate agenda item, Borough Council is requested approve awarding the 2026 tree planting contract to All Seasons Landscaping.

Funding

- The Business Improvement District has signed a Letter of Intent to pay the tree well project cost of \$3,120.
- The Business Improvement District will pay All Seasons Landscaping directly.
- Trees to be planted in the new tree wells will be from All Seasons tree planting contract and, thus, will be paid for by the Borough.

Borough Council Action Requested

- Tree well locations are in the public right of way and, thus, are the responsibility of the Borough of West Chester
- Borough Council is requested to approve creation of 12 new wells at the specified locations in the Business District.

New Tree Well Location Detail



Street Address

- 28 West Market Street

Tree Well Location

- To the right of the front door

Occupant

- Chester County Community Foundation

Property Owner

- Chester County Community Foundation

Sidewalk Type

- Brick

Tree Species to be Planted

- Accolade Elm



Street Address

- 22 West Market Street

Tree Well Location

- To the right of the front door

Occupant

- Hair Innovations

Property Owner

- Building West Chester LLC

Sidewalk Type

- Brick

Tree Species to be Planted

- Nuttall Oak



Street Address

- 13 West Market Street

Tree Well Location

- 20 feet west of High Street

Occupant

- Historic Courthouse

Property Owner

- Chester County

Sidewalk Type

- Brick

Tree Species to be Planted

- Yellow wood

Note

- A placard celebrating America 250 celebration to be placed at this tree.



Street Address

- 18 North High Street

Tree Well Location

- To the left of the front door

Occupant

- TSAO CAA Bubble Tea

Property Owner

- LOFAM Associates

Sidewalk Type

- Concrete

Tree Species to be Planted

- Amur Maackia



Street Address

- 9 North High Street

Tree Well Location

- To the right of the front door

Occupant

- 9 Prime

Property Owner

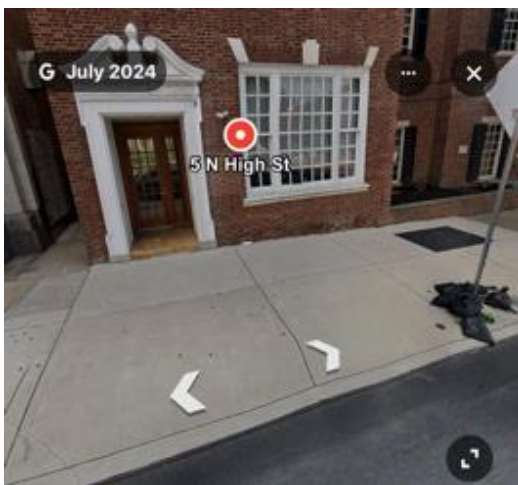
- WCTHG LLC

Sidewalk Type

- Concrete

Tree Species to be Planted

- Hackberry



Street Address

- 5 North High Street

Tree Well Location

- To the right of the front door

Occupant

- First National Bank

Property Owner

- First National Bank

Sidewalk Type

- Concrete

Tree Species to be Planted

- London Plane



Street Address

- 27 South High Street

Tree Well Location

- To the left of the front door

Occupant

- Property for Sale - Vacant

Property Owner

- Outdoor Shower LLC

Sidewalk Type

- Brick

Tree Species to be Planted

- Overcup Oak



Street Address

- 29 South High Street

Tree Well Location

- To the right of the front door

Occupant

- Phineas Gage

Property Owner

- 29 High Street LLC

Sidewalk Type

- Brick

Tree Species to be Planted

- Nuttall Oak



Street Address

- 37 South High Street

Tree Well Location

- To the left of the front door

Occupant

- Chester County Democratic Committee

Property Owner

- Chester County Democratic Committee

Sidewalk Type

- Brick

Tree Species to be Planted

- Silver Linden



Street Address

- 200 South High Street

Tree Well Location

- South end of the parking lot

Occupant

- Seven Eleven

Property Owner

- Southland Corporation

Sidewalk Type

- Brick (Photo is not current)

Tree Species to be Planted

- Service Berry



Street Address

- 203 South High Street

Tree Well Location

- To the right of the front door

Occupant

- High Rollers Tattoo Studio

Property Owner

- South West Chester Development Corp

Sidewalk Type

- Brick

Tree Species to be Planted

- Service Berry



Street Address

- 401 South High Street

Tree Well Location

- Middle of the block

Occupant

- Verizon

Property Owner

- Verizon

Sidewalk Type

- Concrete

Tree Species to be Planted

- London Plane