Borough Council Meeting Voting Session
February 18, 2026 @ 6:30 PM
This meeting is recorded for public record.

Nicole Scimone, President	Member, 4th Ward	Term Expires: 12/31/27
Bernie Flynn, Vice President	Member, 6th Ward	Term Expires: 12/31/27
Bryan Travis	Member, 2nd Ward	Term Expires: 12/31/27
Brian McGinnis	Member, 3rd Ward	Term Expires: 12/31/29
Stephen Marvin	Member, 5th Ward	Term Expires: 12/31/29
Lisa Kearns	Member, 7th Ward	Term Expires: 12/31/29
Jerome Szczepaniak	Member, 1st Ward	Term Expires: 12/31/29

Mayor: Lillian L. DeBaptiste **Borough Manager:** Sean Metrick

Borough Council Meeting:

I. Public Hearings

A. Public Hearing: February 18, 2026 at 6:30 PM - to consider the adoption of an addendum to the Borough Comprehensive Plan by adopting a Recreation and Parks Master Plan Update prepared by Johnson, Mirmiran & Thompson, Inc. in association with Toole Recreation Planning titled, “Parks for All: the West Chester Borough Park, Recreation and Open Space Plan”. (attachment)

II. Call to Order

III. Pledge of Allegiance

IV. Announcements

A. Announce vacancies on the West Chester Community Campus Committee:
1) Business owner in the Borough
2) Property owner holding a student housing permit

V. Comments

Comments, suggestions, petitions by residents, taxpayers and visitors in attendance regarding items that are not on the agenda. Please be advised there is a 5-minute time limit which is at the discretion of the Council President and/or Chair.

VI. Comments by the Borough Council and the Mayor

VII. Reports/Presentations

A. 2025 Year End Report for the Civil Service Commission: Rich Eagles, Chair of the Civil Service Commission

VIII. New Business

IX. Old Business - Discussion

A. Motion to change West Chester Borough domain from .com to .gov (attachment) Committee Recommendation: 1-2

B. Motion to award bid for the Traffic Signal Maintenance to Kuharchik Construction, Inc.– bid opening February 6, 2026 (attachment)

C. Motion to direct Solicitor to draft an Ordinance to require Borough Council approval on any 287(g) cooperation agreement prior to participation by the WC Police Department in Immigration Enforcement (attachment)

D. Appointment to Boards/Commissions/Committees:

Human Relations (1):
Karl Kuffel
Michele MacPherson

Tree Commission (1):
Michele MacPerson

West Chester Library Board of Directors (2):
Karl Kuffel
Michele MacPherson
Genevieve Mak
Morgan Pater
Jennifer Salvo

Zoning Hearing Board - Alternate (1):
Sean Barry

E. Special Event Applications (SEAs)

1. March 1st, 2026 March For Paws 5k
2. March 28th, 2026 Bunny Run 5k
3. May 4th, 2026 Running Home 5k
4. May 7th, 2026 Bournelyf Special Camps 5k
5. May 30th, 2026 Penn Fusion 5th Annual Charity 5k
6. June 7th , 2026 43rd Annual Turks Head Music Festival (rain date June 14th) at Everhart Park
7. August 2nd, 2026 West Chester Area Council of Governments America 250 Celebration/Festival/Viewing Party & Drone Show in downtown West Chester
8. September 20th, 2026 45th Annual Chester County Restaurant and Food Truck Festival (rain date September 27th) in downtown West Chester
9. October 28th, 2026 Annual Borough of West Chester Halloween Parade (raid date October 29th) in downtown West Chester
10. December 5th, 2026 6th Annual Santa at the Square at Marshall Square Park (rain

date December 6th)

X. Old Business - Consent

A. Motion to approve the December, 2025 and January, 2026 Borough Council Meeting minutes

B. Motion to approve 2026 Borough Council Committee Goals:

Public Works:

- Replacement of Public Works Facilities.
- Contaminated Parcels in the Borough.

Public Safety:

- Update the truck traffic ordinance to clearly define violations and enable consistent enforcement.
- Eliminate the EMS funding gap that emerged in FY2025 to ensure sustainable emergency services.
- Improve (continue) neighborhood quality of life by reducing illegal parking, excessive noise, and property damage.

Parking:

- West Chester University
- Residential Street Parking Reform
- Garage & Lot Utilization

Smart Growth:

- Create a single source of information available on line for all constituents to access all development projects at each stage of the process.
- Working in collaboration with the Sustainability-Advisory-Committee , create tools to ease residents', businesses' and stakeholders' pursuit of renewable energy sources.

Finance:

- Balanced Budgets & Strong Reserves
  Keep recurring revenues ahead of expenses and maintain healthy fund balances to protect taxpayers.
- Protect the Borough's Credit Rating
  Preserve our AA bond rating to keep borrowing costs low and save residents money.
- Responsible Long-Term Planning
  Fund a realistic capital plan that reduces deferred maintenance and avoids emergency spending.
- Pension & Benefits Stability
  Ensure police and public works pensions remain solvent, affordable, and well-managed.

- Transparency & Accountability
  Make borough finances clear, accessible, and tied to real outcomes — so residents know where their money goes.

ACT:

- Propose, develop, and begin to implement a strategy and associated policies and procedures to enhance civic/public engagement.
- Create comprehensive procedures to record and track-to-completion public concerns.

C. Motion to approve support of Chester Ridley Crum Watershed Association Goose Creek Clean up – Saturday March 21, 2026.

D. Motion to award the 2026 Shade Tree maintenance services contract to Treemendous Tree Services (attachment)

E. Motion to award the 2026 Landscaping contract to Andrews Lawn and Landscaping. (attachment)

F. Motion to award the 2026 Rain Garden Maintenance contract to Archewild. (attachment)

G. Motion to reject all bids for the 2026 Shade Tree Planting contract (attachment)

H. Motion to award the 2026 Street Signs contract to National Highway Products. (attachment)

I. Motion to reject all bids for the Traffic Signal Maintenance contract- bid opening January 2026 (attachment)

J. Motion to award the 2026 Custodial Service contract - bid opening February 6, 2026 (attachment)

K. Motion to approve the CCSWA fee schedule for disposal of waste at LanChester Sanitary landfill, Honey Brook PA (attachments)

L. Motion to approve request from Crime Victims Center to recognize Sexual Assault Awareness Month by hanging teal ribbons on the lampposts on Market and Gay Streets from New to Walnut Streets for the month of April.

M. Motion to approve Resolution for West Chester Borough Emergency Operations Plan

(attachment)

N. Motion to approve Resolution and Memorandum of Understanding for West Chester Regional Emergency Response Team agreement. (attachment)

O. Motion to approve WCBIDA request to install flags on streetlights downtown to celebrate America 250.

P. Motion to approve Resolution to update handicapped parking spaces within the Borough.(attachment)
Issue: Ordinance 104-45 is updated bi-annually to add or remove handicapped spaces that have been posted, audited and verified

Q. Motion to approve hourly rates with Code Elevator for month-to-month services (attachment)
Issue: Monthly contract with Code Elevator to service any issues at Parking Garage elevators until Elevator RFP has been released and approved

R. Consider directing the Solicitor to attend Zoning Hearing Board (attachment)

1. 1038-515 Spring Grove Ln-Impervious coverage and dimensional relief for addition. - No Solicitor attendance
2. 1039-138 Magnolia St-Special Exception for student home use — **Solicitor attendance**

S. Motion to approve HARB applications (attachment)
Issue: Consider a Motion to approve the January HARB Certificate of Appropriateness

1. 2026-01: 139 W. Gay St-Sign
2. 2026-02: 21 S. Church St-Shutter replacement, paint and deck repair
3. 2026-03: 27 W. Gay St-Sign and front façade
4. 2026-04: 225 N. High St-Cannon cover and exhibit space

T. Motion to approve resolution for Verizon cable franchise renewal agreement (attachment)

U. Motion to approve Budget Modification #2026-1 for Police firearms capital expense

V. Motion to certify qualifying volunteers (attachment)

W. Motion to approve purchasing requests (attachment):

1. CDW-G for $34,488.00
2. CivicPlus – Annual Website Renewal - $12,804.85
3. Bergey's Truck Centers for $20,510.68
4. BFI Recycling for $81,000.00 – blanket PO
5. Chemical Equipment Labs of DE for $44,995.00- blanket PO
6. Eurofins for $24,000.00-blanket PO
7. Fire Flow Services for $13,830.85
8. Granicus LLC for $20,300.35
9. OpenGov, Inc for $29,406.70
10. Reiner Pump Systems -College Ave for $48,513.00
11. Reiner Pump Systems- New St for $29,378.00
12. Rockwell Associates for $18,000.00- blanket PO
13. USALCO for $15,280.00
14. Watchkeep- Disaster Recovery for $34,186.00
15. Watchkeep- Network Engineering support contract for $12,960.00

X. Motion to approve Mayor's nominations for promotions - West Chester Police Department
Cpl. Jerry Ferriola to Sergeant
Cpl. Brendon McGeehan to Sergeant
Off. John DiBattista to Corporal
Off. Robert M. Kuehn to Corporal

Y. Motion to approve payment of snow emergency expenses; and, modify 2026 budget (attachment)

XI. Other Business

XII. Adjournment

Visit www.west-chester.com for access to all attachments.
Agendas are posted to www.west-chester.com by noon 3 business days prior to the meeting.

NOTICE IS GIVEN that on **February 18, 2026 at 6:30 p.m**., prevailing time, Council for the Borough of West Chester, Chester County, Pennsylvania, will hold a public hearing as part of the regularly scheduled public meeting at the Borough of West Chester's municipal building located at 401 East Gay Street, West Chester, Pennsylvania, to consider the adoption of an addendum to the Borough Comprehensive Plan by adopting a Recreation and Parks Master Plan Update prepared by Johnson, Mirmiran & Thompson, Inc. in association with Toole Recreation Planning titled, "Parks for All: the West Chester Borough Park, Recreation and Open Space Plan".

A copy of the Plan is available on the Borough's website www.west-chester.com.

Those individuals with disabilities and ADA accommodations for effective participation in the hearing should call 610-692-7574 at least two days prior to the meeting. All attempts will be made for reasonable accommodations.

Kristin S. Camp, Esquire
Borough Solicitor

PLEASE ADVERTISE ON FEBRUARY 3, 2026 and FEBRUARY 10, 2026

Parks For All: the West Chester Borough Park, Recreation, and Open Space Plan



ACKNOWLEDGMENTS

Parks For All: the West Chester Borough Park, Recreation, and Open Space Plan was made possible through the generous funding, shared knowledge, expertise, and dedication of the organizations and individuals involved with this project. All of this would not be possible without the resounding community support and involvement as well.

Study Committee

Keith Kurowski	West Chester Borough Parks and Recreation Director
Lilian DeBaptiste	West Chester Borough Mayor
John O'Brien	West Chester Business District Executive Director
Katie Walker	President, Greater West Chester Chamber of Commerce
Cassie Shankweiler	Resident
Susan Sabo	Resident
Tait Organt	Resident
Robert Burkholder	Resident
Charlot Barker	Resident
Amy Theorin	Resident
Mike Reese	Resident
Chantale Fieldhouse	Resident

Special Thanks To

West Chester Borough Council

Patrick McCoy, Ward 1
Bryan Travis, Ward 2
Brian McGinnis, Ward 3
Nicole Scimone, Ward 4
Sheila Vaccaro, Ward 5
Bernie Flynn, Ward 6
Lisa Dorsey, Ward 7

Funding For This Master Plan Provided By:

This Park, Recreation, and Open Space Plan was funded in part with a grant from the Chester County Vision Partnership Program administered by the Chester County Board of Commissioners.

Master Planning, Landscape Architecture, & Engineering:

Johnson, Mirmiran & Thompson, Inc.
220 St. Charles Way, Suite 200
York, Pennsylvania 17402



In Association With:

Toole Recreation Planning
6081 Honey Hollow Road
Doylestown, PA 18902

How to Use This Plan

This document is comprehensive and contains detailed information because it's both a vision and a reference manual. To assist in navigating critical areas, the consultant team has provided the following framework:

1. Executive Summary

The Executive Summary is the "plan in a nutshell." It gives you the big picture—what we heard from the community, the Six Big Moves that drive the plan, and the top priorities. If you only read one section, this is the one. It tells the story of where West Chester Borough's parks and recreation system is headed.

2. The Plan

The Plan is the action section. It lays out the recommendations in detail—what should happen in parks, programs, operations, and funding. Each chapter builds on what residents said and shows how the Borough can make progress in the next 10 years. If you want to understand the strategies and ideas in depth, this is where to go.

3. The Foundation

The Foundation is the evidence and backup. It includes all the data, assessments, and comparisons that support the recommendations in the Plan—park-by-park evaluations, survey results, financial analysis, and operations and management information. Think of it as the "reference library" for those who want to dive deeper or check the numbers. It ensures the recommendations aren't just aspirational, but grounded in facts and realistic paths forward.

A Simple Reading Guide

- Skim the Executive Summary for the big picture.
- Read The Plan for the specific actions.
- Use The Foundation when you want details, numbers, or background.



Executive Summary



West Chester Borough is a highly desirable, walkable, and vibrant community in the heart of Chester County. With a thriving downtown widely regarded as one of the region's best, a strong sense of place, and West Chester University anchoring its cultural and intellectual life, the Borough continues to attract new residents, businesses, and visitors. It's known for its historic charm, tree-lined streets, diverse population, and an engaged citizenry that values quality of life. Over the next three years, the Borough is projected to grow by approximately 18%—a remarkable figure for a community that is already densely developed. This growth presents both opportunities and challenges for maintaining and enhancing parks, recreation, and open space.

The **Park, Recreation, and Open Space Plan** builds on these community strengths and anticipates the growing need for accessible, high-quality public spaces, recreation programs, and active transportation. Developed through robust public engagement, the plan reflects the priorities, hopes, and lived experiences of residents who want a park and recreation system that is equitable, vibrant, and responsive to evolving needs.

A Plan Grounded in Equity and Opportunity

West Chester's 12 parks offer significant value, but not all neighborhoods are served equally. Some enjoy well-maintained signature parks and active Friends Groups, while others have fewer amenities, less investment, and limited events. This plan addresses those disparities, committing to elevate all parks and ensure that every neighborhood has access to quality recreation and green space.

Six Big Moves

To deliver on the promise of a more equitable, connected, and vibrant West Chester, this plan organizes its key recommendations into Six Big Moves—clear, actionable priorities that respond to what residents said they value most. These moves are designed to optimize limited parkland, enhance community connections, expand access to recreation, and position the Borough for long-term success through thoughtful stewardship, effective operations, and sustainable funding. Together, they offer a bold but practical path toward a park and recreation system that meets the needs of today and rises to the challenges of tomorrow.

1. Parks for All

With only 43.5 acres of parkland across 12 parks—most within a ten-minute walk of residents—optimizing every park is essential. The Plan recommends reinvesting in parks with outdated or limited facilities, improving maintenance, enhancing accessibility, and ensuring equitable distribution of programming and amenities across the Borough.

Initial Priorities Include:

- *John O. Green Park* – Develop, and implement, a master plan based on community input that helps to redefine John O. Green Park as a downtown destination to visit.



- *Hoopes Park* – Develop a master plan that helps to make Hoopes Park a true community park! Playground and tot lot improvements should be complimented with natural play areas, improved parking, and a full loop trail that makes the park accessible to all.
- *Horace Pippin Park* – Currently the only park in the Borough without any true direction. While well-loved, it needs a master plan process including community input to determine what should go here and how it should be defined.
- The Borough should consider a three park master plan for these parks, combining efforts to create a system-wide approach. This would ensure community input at both the neighborhood level and across the borough.

2. Go West Chester: Safe Walking and Bicycling

A major initiative of this plan is to connect neighborhoods, parks, schools, and the downtown with a safe, inviting network of trails, greenways, and on-road bike and pedestrian infrastructure. Walkability and bikeability are essential to the Borough's livability.

The plan includes a vision for West Chester Borough to become a designated Bike Friendly Community, recognized by the League of American Bicyclists. With parking already a major challenge, making it safe and practical to use bicycles for everyday transportation could relieve pressure on parks and downtown while promoting health, sustainability, and access.

Initial Priorities Include:

- Exploring the *Turk's Head Trail* as a Rails-With-Trails option along the former SEPTA line.
- A *north-south and east-west bicycle-friendly corridor* through the Borough, as defined by the Bicycle Focus Group in Chapter 5 - Go West Chester.
- *Bicycle parking* downtown and at every park in the Borough.

3. Active Together: Recreation Programs

The Borough is renowned for its special events and programs that attract people from across the region. Partnerships with the Business Improvement District (BID), Chamber of Commerce, sports leagues, and others make events like the Food Festival, parades, and music festivals possible.

Residents want more cultural events, youth opportunities, family programs, and wellness activities. The Plan calls for expanded offerings that reflect West Chester's diversity. Recreation should be distributed throughout the Borough—not just in signature parks. Collaborating with the Melton Center for programming in both the center and adjacent property is a key strategy.

4. Sustaining What We Love

West Chester's parks, natural areas, and green spaces are deeply valued—and they need thoughtful care to thrive. This Big Move focuses on maintenance, environmental stewardship, and climate resilience.

Key priorities include:

- Preserving tree canopy and stream corridors
- Managing stormwater
- Keeping park facilities in good working order

This ensures that the parks we love today will remain healthy, resilient, and meaningful for future generations.

5. Operational Excellence: Borough Ready for the Future

West Chester Borough's park and recreation system is professionally led by a capable Director and Program Coordinator. Park maintenance is handled by the Public Works Department, which works diligently to care for park grounds and facilities despite limited staffing.

The Plan recommends:

- Expanding staffing and training in both departments
- Continuing to foster effective interdepartmental coordination
- Investing in equipment and technology systems for better service delivery

6. Investing in Our Community

To support these goals, the Borough must grow and diversify its revenue sources. The Plan recommends:

- Aligning local investment with National Recreation and Park Association benchmarks and peer boroughs
- Updating the Mandatory Dedication and Fees-in-Lieu ordinance
- Exploring an increase of ¼ of 1% to the Earned Income Tax (EIT)
- Pursuing grants, sponsorships, and equitable user fees

A fair and forward-looking financing model will ensure that parks and programs keep pace with rising expectations.

Community Voice and Collaboration

Public involvement shaped this plan—and it must continue. A Park Friends Alliance is proposed as a collaborative network of Friends Groups that shares resources and advocates without creating a top-down structure. Sustained community engagement and civic leadership will be vital to achieving the plan's vision.

Implementation with Intention

Chapter 10 - Implementation outlines clear priorities, cost estimates, and phasing over the next ten years. It highlights early-action items for visible progress and builds the foundation for long-term success through collaboration and smart investment.

A Call to Action

West Chester Borough has all the ingredients for an exceptional park and recreation system: a passionate community, a thriving downtown, a respected university, and professional leadership. This Plan is a blueprint for leveraging those assets—expanding opportunity, fostering equity, and enhancing quality of life for all who live, work, learn, and play in West Chester. The Borough's growing momentum around walkability and cycling offers a powerful opportunity to transform mobility, relieve downtown congestion, and earn Bike Friendly Community designation while advancing health and sustainability for all.

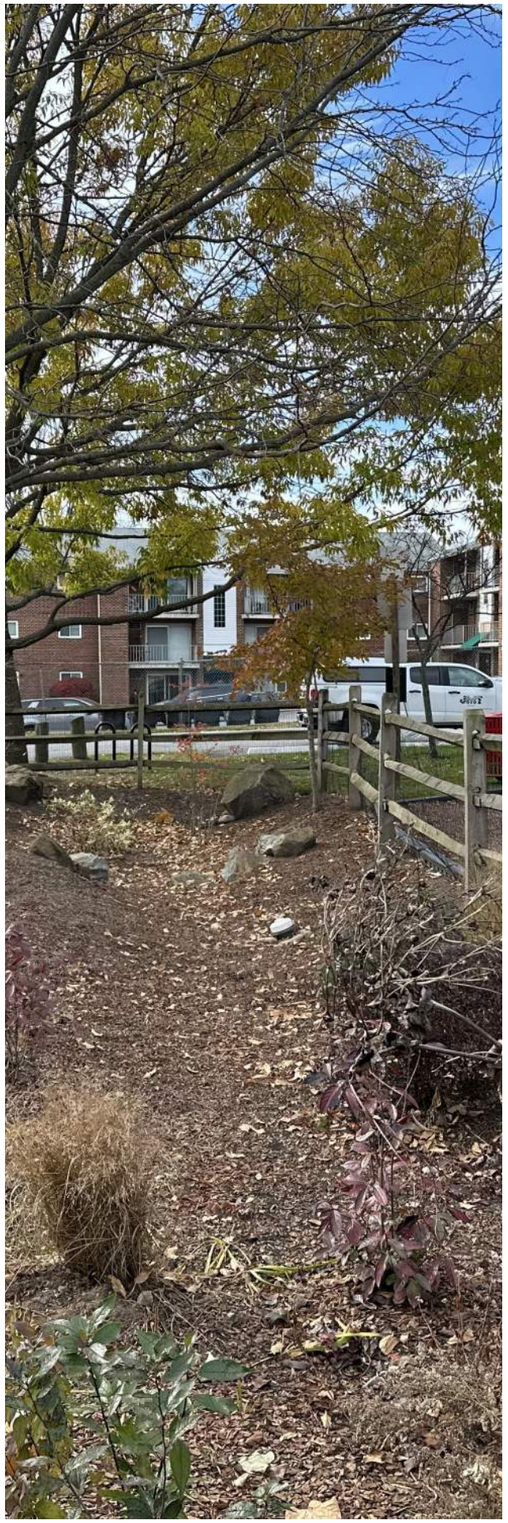


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Part 1

The Plan

Detailed recommendations for parks, recreation, open space, programs, operations, management, and financing

Chapter 1
Introduction

Small Town Vibe, Big Possibilities



A New Era for Parks and Recreation in West Chester

Tucked into the heart of Chester County, the Borough of West Chester is a place where historic brick streets meet vibrant public life; where people walk, bike, meet friends in the square, and find green space around every corner. It's a compact community with an outsized spirit. And now, it's time for our parks, public spaces, and recreation opportunities to rise to the moment.

This **Park, Recreation, and Open Space Plan** is about more than playgrounds and pathways (though we love those too). It's a bold vision for a Borough that thrives on connection, between neighbors, nature, neighborhoods, and next-generation ideas. Our parks can be places for kids to play, for elders to stroll, for artists to perform, for local sports to flourish, and for the community to come together in new, creative, and healthy ways.

With limited space but limitless imagination, West Chester is ready to make every inch of green count. This plan reflects the voices of residents, the legacy of our history, and the excitement of what's ahead. It lays out the steps to create a resilient, inclusive, and joyful parks and recreation system that's built for the Borough we are and the one we're becoming.

Let's get into it.

Purpose of the Plan

The purpose of the West Chester Park, Recreation, and Open Space Plan is to guide the future of public parks and spaces, recreation opportunities, green infrastructure, and operations and maintenance in a way that reflects the Borough's values, character, and ambitions. The Borough is committed to:

- A resilient future as a vibrant, walkable town.
- Protecting and realizing the full potential of its rich historic and architectural character as a defining characteristic of its identity.
- Highly livable and safe neighborhoods.
- A strong and stable economy.
- A diverse population that functions as a cohesive community.
- Citizens who are inspired to be valuable partners in creative problem solving.

West Chester Borough's Mission

West Chester Borough is committed to a healthy, sustainable, and inclusive community - supporting clean air and water, walkability, transit, access to healthy food, and economic opportunity. It will remain a regional hub for business, education, and the arts, while promoting innovation, volunteerism, and collaboration. The Borough values historic preservation and protecting natural resources as key parts of its future.

Rooted in Community: Growing Toward an Equitable, Connected, and Greener West Chester

As West Chester continues to grow and evolve, this plan sets a framework over the next ten years to ensure that parks, recreation, open space and trails remain essential to our quality of life. It provides clear direction for how the Borough can:

- Protect and enhance its existing parks and open spaces, ensuring they remain beautiful, accessible, and welcoming to all.
- Expand equitable recreation opportunities for residents of all ages, abilities, and backgrounds in all our neighborhoods.
- Make the most of limited land and resources by thinking creatively, collaborating with partners, and designing for multi-use, year-round enjoyment.
- Support healthy, active lifestyles and social connection through a well-rounded network of programs, public places, and safe places to walk and bicycle
- Preserve natural assets and historic character, while adapting to future needs and challenges — including climate resilience, development pressures, and changing demographics.

This plan is both a vision and a practical tool. It includes short-term wins and long-term strategies for decision-makers, community groups, and every day residents who care about how West Chester looks, feels, and functions. It's a call to action — to dream big and work together — so that parks and recreation in West Chester continue to be a source of pride, well-being, and shared joy.

How This Plan Was Developed

This **Park, Recreation, and Open Space Plan** was developed through a comprehensive planning process that combined professional research, on-the-ground assessment, operations and policy review, and broad-based community engagement. West Chester Borough retained the team of JMT and Toole Recreation Planning to collaborate with West Chester Borough on developing this plan with the support of Chester County's VPP Program. The team included landscape architects, recreation and community planners, transportation specialists, engineers, and community engagement specialists.

The process began with a detailed inventory and field assessment of all parks, trails, open spaces, and recreation facilities in the Borough. This included examining physical conditions, identifying gaps and opportunities, and observing how spaces are used.

The planning team conducted extensive data analysis, including population trends, land use patterns, equity indicators, and redevelopment projections. Peer comparisons and national metrics, such as those from the National Recreation and Park Association (NRPA) and similar Pennsylvania boroughs, were used to evaluate West Chester's parkland and facility offerings in relation to similar communities.

In addition, the team reviewed existing municipal plans and ordinances, including the comprehensive plan, SALDO, and park-related policies. A focused analysis of the Borough's Mandatory Dedication of Land Ordinance Report—prepared by AICP-certified planners—provided guidance and the parkland standard for the Borough for future land acquisition strategies.

Best practices and insights from national park planning consultants, state and regional agencies, and respected nonprofit organizations (including WeConservePA) informed the recommendations. This ensured the plan aligns with both local realities and forward-looking industry standards.

Together, this professional foundation—paired with insights from residents and stakeholders—ensures that the plan is both strategic and grounded, ready to guide the Borough in creating a more equitable, connected, and resilient parks and recreation system.

Community Engagement: The Foundation of the Plan

This **Park, Recreation, and Open Space Plan** is grounded in the voices, values, and experiences of West Chester Borough residents. Community engagement formed the foundation of the planning process, ensuring the Plan reflects real needs, aspirations, and opportunities.

A robust and inclusive engagement strategy reached far beyond a traditional comment period. The **Plan Advisory Committee** guided the effort from start to finish, bringing together a diverse cross-section of the community—including residents, BID, Chamber of Commerce, businesses, neighborhood representatives, Park Friends Groups, the Recreation Commission, and voices reflecting the full demographics of West Chester.

To broaden input and build trust, the planning team implemented a wide-ranging public outreach campaign:

- A borough-wide public opinion survey yielded nearly 600 responses, offering a glimpse into community priorities.
- Three public meetings provided forums for sharing ideas and feedback
- Three pop-up events at major Borough gatherings met people where they were. These included the Food Festival, Santa on the Square, and the Halloween event.
- Focus groups were held with Park Friends and Bicycle & Trail advocates, diving deeper into key themes.

- More than 25 interviews were conducted with individuals, organizations, and an EMT Group —from formal stakeholders to casual park-goers approached during intercept interviews in parks.
- An onsite work session at the Melton Center provided a dedicated time for engagement with Center staff serving this historically underserved neighborhood.
- Targeted outreach efforts helped promote the survey and public meetings to ensure broad awareness and access.
- Work sessions with Borough leadership, departments, and staff helped align community insights with operational and implementation realities.

Key Findings:

The West Chester community places a high value on parks, recreation, open space, and safe walking and biking routes as essential components of quality of life. These resources are seen as vital to attracting and retaining residents, businesses, and visitors. Community input revealed the following priorities and perspectives:

- Strong Support for Investment: Residents overwhelmingly believe that investing in parks and recreation over the next five years is important or very important.
- Safety and Welcoming Spaces: Feeling safe and welcome in every park is a top priority for community members. Many travel to other communities to use parks and recreation facilities not available here.
- Equity Across the System: There is strong support for ensuring that all neighborhoods have access to high-quality parks, not just signature parks (Everhart, Marshall Square, and Hoopes Park), but every park in every part of town.
- Expanding Programs Borough-Wide: While signature parks, remain popular venues, residents want programs and events extended into neighborhood parks as well.
- Desired Facility Improvements: Community members identified a need for safer bicycle pathways, indoor year-round recreation spaces, and deeper collaboration with the Melton Center.
- Willingness to Pay: A remarkable 96% of public opinion survey respondents expressed willingness to contribute more financially to support parks, recreation, open space, and trails; whether through program fees, facility use fees, additional Borough contributions, donations, or Friends Group involvement.
- Top Funding Priorities: The top three areas the community wants to see funded are maintenance and operations, enhancing parks to be regional standouts, and beautification efforts.
- Clarity in Project Roles: Residents called for more transparency around park improvement processes, specifically the planning and decision-making involved, and the respective responsibilities of the Borough and Friends Groups.
- Deep Community Appreciation: There is strong, widespread appreciation for West Chester's parks, recreation programs, and facilities.
- Trusted Leadership: The Parks & Recreation Department and its management team are well-known, respected, and trusted by the community.

These findings form the foundation of the **Park, Recreation, and Open Space Plan**. They are woven throughout the plan as "What We Heard": guiding the recommendations, priorities, and actions to ensure the final plan reflects the voices and values of the West Chester community.

Chapter 2
West Chester Today

Community Profile

West Chester is a lively, historic, and forward-looking community where people come together to enjoy an active downtown, rich heritage, and vibrant public spaces.

A Vibrant and Historic Hub: Nestled in the heart of scenic Chester County, Pennsylvania, West Chester Borough is a vibrant, walkable community just 25 miles west of Philadelphia. With a population of 19,658, it serves as the county seat, home to West Chester University, and is known for its charming downtown, strong schools, and high quality of life.

Small Town Feel, Big Community Spirit: West Chester blends historic charm with a forward-thinking, engaged community. Its compact size, just 1.8 square miles, includes distinct, walkable neighborhoods connected to a lively downtown filled with shops, restaurants, and cultural destinations. The Borough hosts parades, festivals, and events year-round that bring residents and visitors together to celebrate civic life.

Parks, Green Space, and Public Life: The Borough offers a diverse mix of public spaces, including three major parks, Everhart, Hoopes, and Marshall Square, as well as nine neighborhood parks, providing places to play, relax, and connect. The award-winning tree program and commitment to sustainability make green spaces a core part of community life.

Historic Character Meets Modern Living: West Chester's Historic District, listed on the National Register of Historic Places, features over 3,000 buildings built before 1935. Its streetscapes reflect a strong architectural identity and a community committed to preservation through education and thoughtful design review.

Connected and Accessible: With a well-connected grid of streets, alleys, and sidewalks, getting around West Chester is easy and could be made even easier and safer for those on foot or bicycle. The Borough is served by five parking garages, public transit options, and an active Public Works Department that maintains roads, infrastructure, and public facilities.



Public Services and Safety: West Chester is a council-manager government with a dedicated Borough Council and a professional manager overseeing operations. Public safety is supported by a full-service police department, volunteer fire companies, and emergency medical services. The Borough also offers services in trash collection, sewer management, recycling, and stormwater management.

Community-Centered and Future-Focused: West Chester is defined by its active citizen engagement, volunteer spirit, and strong public-private partnerships. From its Recreation Department and environmental programs to its housing partnerships and community policing, the Borough puts people first - making it not just a place to live, but a place to belong.



WEST CHESTER BOROUGH DEMOGRAPHIC PROFILE SUMMARY



LAND AREA

2.0 Sq. Miles
9,829.0 Population Per Sq. Mile

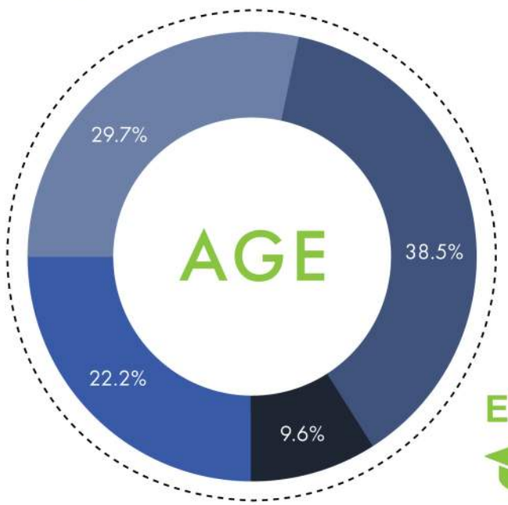
81,492
Median Household

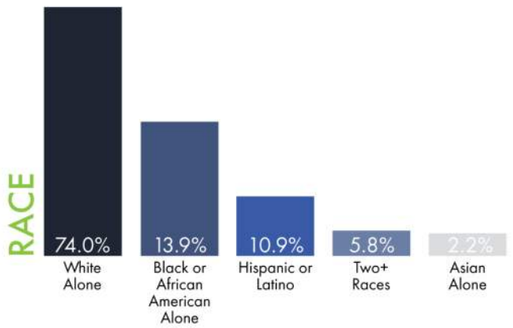
Total Population: 19,658

45.5%

54.5%

Under 19
20 to 34
35 to 64
65 and Over





EDUCATION

94.0%
High School Grad

60.1%
Bachelor's Degree

Source: data.census.gov

*All data is per the US Census and includes students attending West Chester University.



Our Foundation: Values, Vision, and Mission

OUR VALUES

West Chester Borough Parks and Recreation System is guided by values in Parks, Recreation, and open Space that reflect the heart of our community:

EXCELLENCE

We strive for high standards in design, programming, and service to reflect the pride of West Chester.

EQUITY

Every person, in every neighborhood, deserves access to welcoming, high-quality parks and programs.

CONNECTION

Parks and trails should link people to each other and to the places they live, learn, work, and play.

VITALITY

Recreation, events, and everyday activities are essential to a healthy, joyful, and active community.

STEWARDSHIP

We care for our parks and natural resources today to ensure they thrive for future generations.

COLLABORATION

Residents, volunteers, staff, and partners all have a role in shaping and sustaining great public spaces.

Our Vision: A thriving, connected, and inclusive parks and recreation system that enriches daily life, reflects West Chester's vibrant character, and strengthens community health, happiness, and resilience.

Our Mission: To provide high-quality parks, trails, recreation programs, and public spaces that are safe, inclusive, and accessible to all. We deliver services that support health, connection, and lifelong enjoyment while aligning with community resources and partnerships to amplify impact and serve the diverse needs of West Chester.











Chapter 3

Six Big Moves

Six Big Moves

To create a parks and recreation system that truly reflects the values, needs, and aspirations of the West Chester community, this plan identifies *Six Big Moves*: bold, transformative actions that set the course for the future. Rooted in what we heard from residents, these strategic moves are designed to expand access, elevate quality, promote sustainability, and strengthen the connection between people and place. Together, they provide a roadmap for meaningful progress, ensuring that parks, public spaces, and programs continue to enrich lives, build community, and shape a stronger West Chester for generations to come. The Six Big Moves are presented on the following pages:



1 PARKS for ALL



Ensure great Parks and Recreation opportunities in every neighborhood.

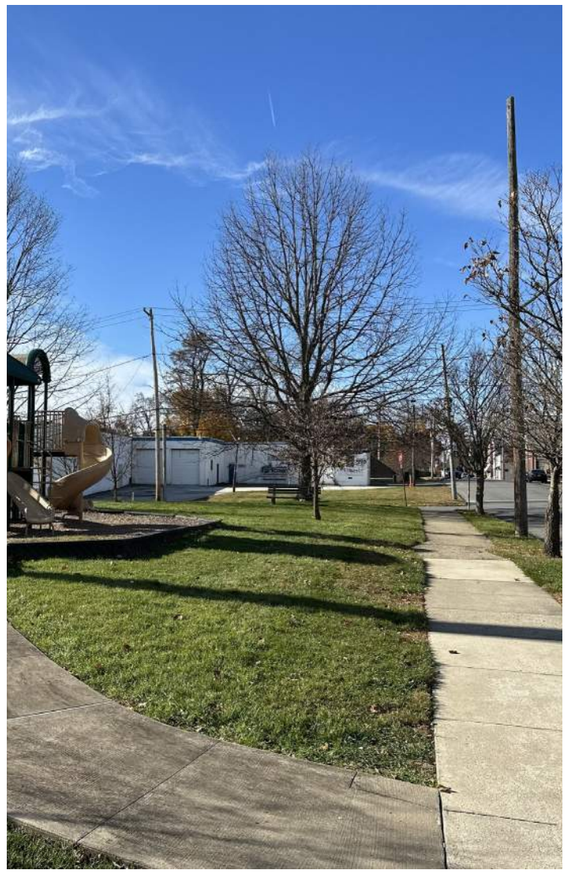
In an inclusive and close-knit borough like West Chester, everyone should have a nearby park or public space that feels safe, well cared for, and welcoming—regardless of income, race, age, or ability. Parks for All is about eliminating disparities in park quality, access, and investment by focusing resources where they're needed most and ensuring every resident has a voice in shaping their local parks.

This Big Move prioritizes:

- **Revitalizing under-resourced parks**, starting with John O. Green Park
- **Establishing minimum standards** for park access, amenities, and maintenance
- **Using equity-focused criteria** to guide transparent investment decisions
- **Engaging communities** in the design and future of their neighborhood parks
- **Balancing active and passive uses** and ensuring accessibility for all ages and abilities

This is a commitment to fairness, dignity, and inclusion—making sure that every neighborhood park is a source of pride, comfort, and connection.

2 GO West Chester



Easy and safe access anywhere in the Borough.

In this vibrant borough full of energy and charm, people should be able to walk or bike safely to parks, schools, downtown, and beyond. Go West Chester is about building a connected, comfortable network of people-friendly streets that make everyday movement easier—whether you're heading to work, grabbing a coffee, or exploring your neighborhood. This is about mobility, safety, and pride in a borough that moves together.

- **Safe and accessible infrastructure** for people of all ages and abilities
- **Connections between neighborhoods, parks, schools, and business districts**
- **Greenways, trails, and streetscapes** that are welcoming, shaded, and well-marked
- **Community input** to identify key routes and barriers
- **Partnerships** with advocacy groups, schools, and public health leaders to promote walking and biking

3 ACTIVE Together



Parks and public spaces come to life when people use them.

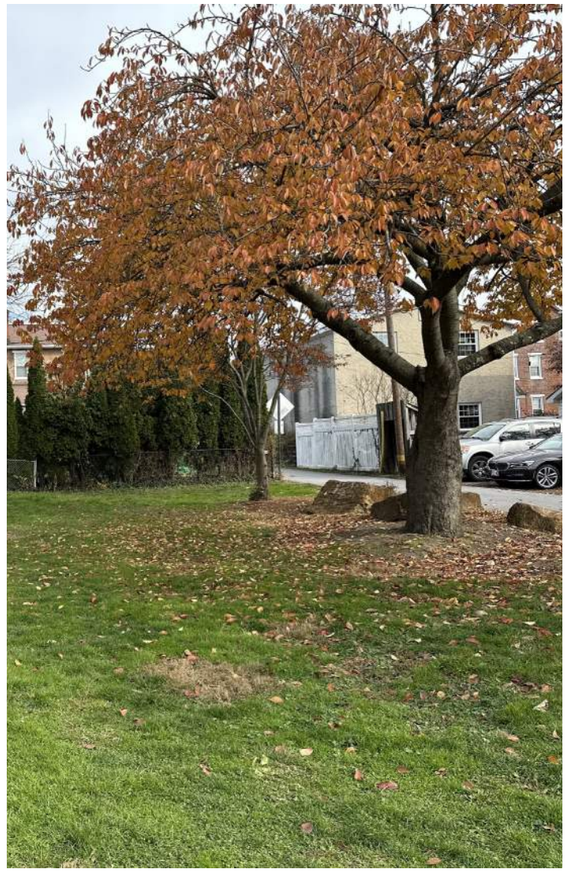
Whether it's for fitness, fun, learning, or just being together. Active Together focuses on expanding programs, events, and everyday opportunities that support physical and mental health, build community, and bring people of all ages outside and into motion. From yoga in the park to festivals, games, and nature walks, this move is about making West Chester's parks places where life happens.

This Big Move prioritizes:

- **A diverse calendar of events and recreation programs** for all ages and interests
- **Everyday activity opportunities** like fitness stations, walking clubs, and pickup activities
- **Health and wellness partnerships** with local organizations, schools, and public health providers
- **Activation of underused parks** with pop-up events, mobile programming, and seasonal activities
- **Community leadership and volunteer support** to bring programs to life and reflect local talents

This is about creating a parks and recreation system that's not only beautiful, but dynamic—filled with opportunities to move, connect, and thrive.

4 Sustaining what we LOVE



West Chester's parks, natural areas, and green spaces are deeply valued—and they need thoughtful care to thrive. Sustaining What We Love is about protecting these community assets through strong maintenance practices, environmental stewardship, and climate resilience. From preserving trees and stream corridors to managing stormwater and keeping facilities in good condition, this move ensures the parks we love today will be just as meaningful tomorrow.

This Big Move prioritizes:

- Consistent maintenance practices that keep parks safe, clean, and welcoming
- Environmental stewardship to preserve trees, stream corridors, and natural habitats
- Green infrastructure and climate resilience, including stormwater management and native landscaping
- Volunteerism and community involvement through Friends Groups, clean-up days, and stewardship programs
- Clear standards and schedules to guide park care and ensure transparency

5 A BOROUGH ready for the FUTURE



A well-supported department will turn big ideas into action—and ensure that West Chester's parks continue to grow with the needs of the people they serve.

Build the organizational capacity needed to deliver high-quality parks and recreation services.
This includes staffing, training, partnerships, funding strategies, and policies that position West Chester for long-term success.

This Big Move prioritizes:

- Strengthening the Parks and Recreation Department to lead planning, programming, and operations
- Hiring and training staff with the expertise to support inclusive programs, safe facilities, and community engagement
- Creating policies, procedures, and maintenance standards to guide day-to-day operations and long-term planning
- Pursuing partnerships with nonprofits, schools, Friends Groups, and regional agencies to expand impact
- Engaging the community as collaborators and champions in shaping the future of parks and recreation

6

Investing in our COMMUNITY



West Chester's Parks are beloved community assets and need to be invested in as such.

Places to play, recreate, see live music, and more, all twelve parks in West Chester are neighborhood gems. But these parks require maintenance, and sustainable maintenance requires sustainable funding. Investing In Our Community is a guide to investing in the Borough's parks so that they can continue to be great!

This Big Move prioritizes:

- Supporting Parks and Recreation through continued, proportional funding
- Expand access to quality recreation opportunities through ensuring equal investment across all parks
- Spreading the love by focusing on those parks that need it the most first
- Leveraging outside funding to ensure that parks see their fair share
- Boost public morale by showing that West Chester cares about what they care about through investing in these important community assets

Chapter 4
Parks For All

Parks For All Equity and Access in West Chester's Parks



Overview: West Chester is a Borough to be proud of! It is an inclusive, diverse Borough steeped in a rich history of activism and action where 95% of all residents are lucky enough to live within a 10-minute walk of a park. In a place like this, everyone deserves to have a park nearby that uplifts and inspires them!

However, while all of West Chester's parks are cherished by the community, some need additional maintenance, care, and updating. The goal of Parks for All is to provide the foundation for identifying which parks need the most love most immediately through a series of universal park standards and equity-driven criteria.

A Transparent Process: People are passionate about their parks. It is no surprise, then, when they feel their park's needs are the most urgent. Establishing a rigorous, transparent process for allocating funds allows the Borough to provide clear rationale for their decision making while concurrently assuaging public anxiety.

A communicable, consistent process empowers the public and representative groups, such as Friends Groups, as well. If petitioning Borough Parks and Recreation for improvements or maintenance, they now have a tool kit for communication. Everyone wants West Chester's parks to be the best they can be, and transparency affirms that while opening the door for positive, productive communications.

Park Design Guidelines

To enhance the overall recognizability and branding of West Chester's parks, recreation, and open space system it is important to develop a set of design guidelines. These guidelines are both aesthetic and functional, acting as a means to ensure that, while each park has its own identity, it is immediately recognizable as part of the Borough system and is upheld to a high standard as such.

Park Design Guidelines are an exercise in equity as much as branding. Uniform signage, bench, and lighting standards, for example, guarantee that there is a uniform investment in these amenities across all parks. Likewise creating sustainability, accessibility, and planting standards establishes that all Borough parks will be a welcoming, comfortable experience for everyone. Park Design Guidelines should target the following areas:

- *Landscapes and Natural Resources*
- *Architecture*
- *Site Amenities (Benches, Lights, etc)*
- *Connectivity*
- *Accessibility*
- *Signage*
- *Sustainability*
- *Historic and Cultural Interpretation*

Landscapes and Natural Resources: Landscape Standards target the preservation and conservation of natural resources to maintain the park's aesthetic quality and create welcoming places. Guidelines include plant selection, habitat protection, and maintenance practices to enhance West Chester's natural environment. These standards compliment Sustainability standards, meet the Borough's sustainability goals, and preserve its ecological character.

Architecture: West Chester is home to beautiful architecture! These guidelines ensure that any and all new structures within the Borough's parks present a uniform aesthetic that makes the parks instantly recognizable. Developing materiality, durability, and efficiency standards promotes aesthetically pleasing, sustainable structures throughout the park system.

Site Amenities: Site amenity guidelines ensure a high standard and equitable investments in all of West Chester's parks. Pre-determined amenities guarantees the same investment and quality for all parks. Similarly this standard can support Accessibility, Connectivity, and Sustainability by guaranteeing the inclusion of accessible bench pads, bike racks, and more.



World Landscape Architecture - Felton Discovery Park. March 22, 2021.



Landzine - The Ohio Field Interpretive Signage. November 23, 2018.



Landzine - SC Bike Racks by Maglin Outdoor.

Connectivity: Connectivity Standards should be made with outside access to the parks in mind. Do, for example, all parks have adequate connections to sidewalks from surrounding neighborhoods and perimeter pathways so that anyone, regardless of ability, can safely and easily enter?



Accessibility: Park Accessibility Standards ensure equal opportunity regardless of ability. They are a framework for designing and maintaining accessible environments. Through advocating for Parks and Recreation-specific Accessibility Standards beyond required ADA standards the Borough demonstrates a commitment to inclusivity and social responsibility.



Signage: Signage is an important part of establishing a distinct identity for West Chester's parks system. Unified design for entry signage identifies individual parks as part of the system, while simultaneously ensuring an equal level of investment per sign. An entrance sign, after all, is the first impression of the park!



Sustainability: Sustainability Standards assure equal investment in stormwater infrastructure, tree-planting programs, and resource conservation across the park system. Infrastructure will vary by park so it is important to create actionable guidelines that respond to the specific demands of each. The key is respecting those differences and developing targeted sustainability plans by park.



Historic and Cultural Interpretation: Parks are communal storytellers. In West Chester, all parks but Green Field are named for dedicated civil servants, notable activists, and pioneers in their fields. An interconnected, uniform signage program tells these stories and instills a sense of civic pride in the Borough.



PARK NAME	PARK NAMESAKE	CONNECTION TO THE BOROUGH
WARD 1		
Marshall Square Park	Humphrey Marshall	West Chester born-and-raised botanist; first botanical essay published in the Western hemisphere
Barclay Woods Park	Joshua Hartshorne; The Barclay Home	Historic Quaker boarding house and West Chester's original town green space, donated by Mr. Hartshorne
WARD 2E		
Fugett Park	Named for Notable Activist	Former West Chester Teach and Principle, Civil Rights Activist
Melton Center	Charles A. Melton	Civil Rights Activist
WARD 2W		
John O. Green Park	John O. Green	Former West Chester Police Chief
WARD 3		
Kathy McBratnie Park	Kathy McBratnie	Former West Chester Parks and Recreation Director
WARD 4		
Bayard Rustin Park	Bayard Rustin	Civil Rights and LGBTQ+ Activist
Green Field	N/A	N/A
Mosteller Park	James Brownback Mosteller	West Chester Entrepreneur, helped to bring business downtown
WARD 5		
WARD 6		
Everhart Park	The Everhart Family, William Everhart	During the 1840s to1860s the park was used for abolition and temperance meetings, and was home to a civil war camp for union soldiers
Horace Pippin Park	Horace Pippin	Notable Painter and Sculptor, Civil Rights Activist
WARD 7		
Hoopes Park	Josiah Hoopes	West Chester's Original Park Supervisor
Veteran's Memorial Park	West Chester World War II Veterans	Opened in 1949 to honor West Chester's returning World War II Veterans

Figure 1: Table depicting each park within the Borough, its namesake, and their significance to West Chester.

What We Heard

Friends Groups Focus Group:

A focus group was held with the leadership from each park's Friends Group ahead of the second study committee meeting. Representatives unable to attend were contacted separately. Conversation was constructive as they explained they often felt lost regarding funding, maintenance, and park updates. The Parks and Recreation department was viewed positively, though all in the room felt that they did not have the proper staff or funding to fully address issues regarding maintenance and were, in general, stretched too thin. A dedicated superintendent to handle maintenance concerns as to not overburden the Parks and Recreation director was noted as their primary desire.

There was hesitancy around utilizing the Friends of West Chester Parks 501(c)(3) to raise and disperse funds for all the parks as maintenance money from the Borough was already limited and doing so would limit private, dedicated funds. Some smaller parks expressed difficulty in raising funds and inspiring stewardship, while larger parks pointed to lack of new leadership emerging from within. Both expressed concerns that, without dedicated, private volunteers there would not be the money or maintenance to keep the Borough's parks functioning at a high level.

All expressed a desire for better communication with the Parks and Recreation Department, Council, and the Borough at large to foster cooperation.





Study Committee Meetings and Homework:

The Study Committee was asked to visit each of the Borough's twelve parks and identify their strengths and weaknesses for review at the second Study Committee Meeting. These results are compiled in Chapter 12 - Park Assessments. The Study Committee noted accessibility issues throughout several of the parks as well as a lack of clear definition or identity for others. They felt extremely positively about West Chester's "Big Three" of Hoopes Park, Everhart Park, and Marshall Square Park, but noted that several of the smaller, neighborhood parks felt like an after-thought. John O. Green was noted as "not an inviting place" due to the height and presence of the chain-link fence and lack of adequate vegetation or bed maintenance.

Public Meeting:

A Public Meeting was held on November to present the Consultant Team's findings so far and to hear the public's concerns. People primarily felt pride in their parks, but felt that they were not properly maintained. Parks such as John O. Green were noted as feeling unwelcoming, a sentiment consistent with the Study Committee and the community survey, while other parks, such as Barclay Woods, lacked a clear use or direction.

Young families mentioned accessibility as a concern as it was difficult to get around many parks with a stroller while a coalition of skateboarders presented the case for a skate spot within the Borough. In general people wished for their parks to be diverse, green, well-maintained, and accessible by bike and on-foot.

*'Money and financing was noted as the largest issue, with one council member stating the Borough was "**expecting everything to run at a high level on a 1995 budget.** "*

*Another member similarly mentioned that **two people were not enough to run a dense, urban Parks and Recreation Department.'***



West Chester Borough Council Key Person Interviews:

The Consultant Team interviewed all available members of the Borough Council to understand issues facing their ward-specific parks and the decision-making process. Several key themes were re-iterated from the Study Committee and Public Meeting, such as the lack of investment in smaller parks, particularly John O. Green Park feeling left behind. Council Members stressed the importance of taking a holistic view of the Borough when approaching the parks as well as the need to actively engage the community, local neighborhoods, and the Friends Groups before making any, final decisions regarding the parks.

Money and financing was noted as the largest issue, with one council member stating the Borough was "expecting to run everything at a high level on a 1995 budget." Another member similarly mentioned that two people were not enough to run a dense, urban Parks and Recreation department. All council members felt strongly that West Chester was a strongly motivated community that wanted to help, but lack of investment in the parks may have left people feeling disenfranchised. They feel that all it would take to get people involved and contributing would be a consistent, clear, and overarching plan they could then interact with.

Finally, Council Members expressed a desire to see the Central Business District used as a recreational space. Suggestions included shutting the streets down more regularly for pedestrian use, more publicly-owned spaces similar to 44 West, and more fluid boundaries for restaurants and businesses wishing to utilize the street. Bicyclist and pedestrian connectivity among the parks, business district, and trails was mentioned as a popular sentiment in the community and one that felt realistic to achieve.

Borough Staff Key Person Interviews:

The Consultant Team interviewed select, non-Parks and Recreation employees to understand where, if any, responsibilities overlapped.

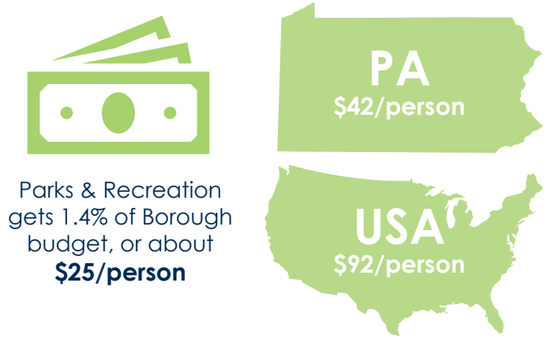
2018 Comprehensive Parking Study:

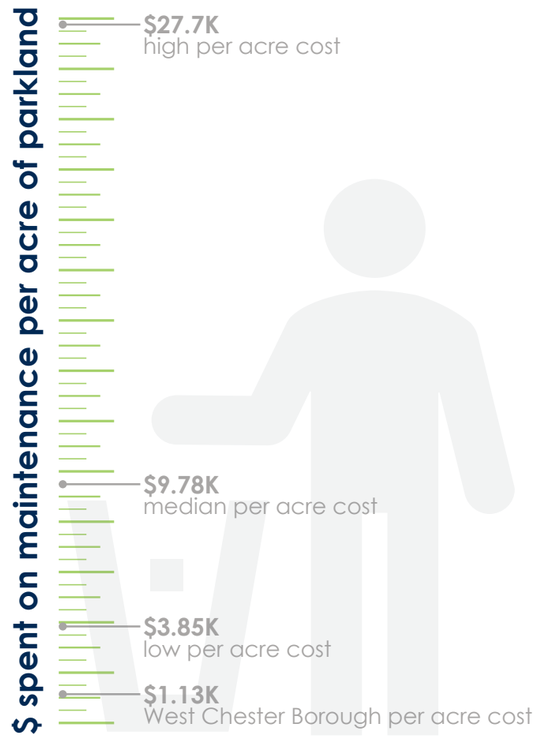
The Comprehensive Parking Study revealed previous plans for a parking garage that was put on hold due to the COVID-19 epidemic. If this parking garage were to be constructed, the study recommended that several surface lots owned, operated, and maintained by the Borough could be decommissioned as they would no longer be needed, freeing them up to serve as potential, additional parks and recreation land.



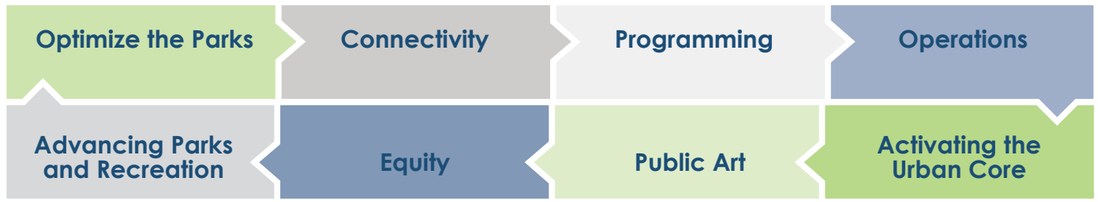


Borough Budget





Overarching Goals



Strengths, Challenges, Opportunities, and Threats

STRENGTHS

- People are passionate! It will be easy to garner public support and inspire action.
- The public and Friends Groups trust the Parks and Recreation Department and feel comfortable talking to them.
- People are generally on the same page about which parks need the most immediate attention.



CHALLENGES

- Borough Parks and Recreation is understaffed and stretched thin.
- The Parks and Recreation Budget is low and needs adjustment.
- Some amenities, such as a skate spot, are needed and desired but controversial with the wider public.
- West Chester is small and landlocked, but needs more park land.



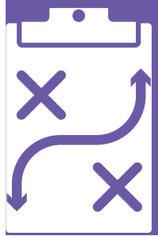
OPPORTUNITIES

- The public is already active and involved via Friends Groups; investment will spur further stewardship.
- John O. Green Park is generally agreed upon as the park in the most need. It can act as a pilot project that inspires confidence and generates excitement!



THREATS

- Budget is always controversial, but will need to be discussed and approached realistically.
- Proper maintenance is essential. Without it parks feel neglected and people feel disenfranchised.



Recommendations - Near-Term



Maintenance: Parks are a long-term investment and return long-term results. Maintaining a high standard of parks requires upkeep beyond installation. As it stands now West Chester Parks and Recreation lacks the maintenance staff to maintain each park, leaving staff, residents, and Friends Groups alike feeling frustrated.

Communication: West Chester loves its parks! Numerous Friends Groups advocate and fundraise for their parks, but often feel as if missing information. The Borough, Friends Groups, and Borough Council must work together to define a clear, transparent decision-making process. This will help the public stay informed and active as well.

John O. Green Park: Throughout the engagement process John O. Green Park was consistently identified as the park most in-need of immediate investment. Properly master planning John O. Green Park can inspire confidence and generate excitement that reverberates throughout the entire park system!

Hoopes Park: Of West Chester's "Big Three" parks Hoopes is the largest with the most potential to act as a true, community park. As such Hoopes Park requires a master plan update to improve its trail systems, amenities, and playground.

Horace Pippin Park: Facilities here are limited and it is largely undefined space. Horace Pippin is most in-need of a dedicated master planning process including community input to see what residents desire.

Recommendations - Long-Term

Opportunity Sites: West Chester Parks and Recreation is taking aggressive strides in finding potential parks, recreation, and open space sites. While 95% of Borough residents live within a 10-minute walk of a park or open space, well above the national average of 33%, West Chester currently lacks adequate total park land.

At only 1.8 miles across and entirely land-locked expansion is difficult. Creative thinking will be required to acquire sites suitable for potential park land that simultaneously fulfill gaps in existing facilities and amenities. To this end West Chester Parks and Recreation reached out to the consultant team with several sites they were investigating to determine suitability and potential uses.

It is important to stress here that these sites are not currently owned by the Borough. All information on the following pages is purely speculative and cursory, intended only as a thought exercise to consider how West Chester may begin to approach filling in gaps within its park system.

Dog Park: Throughout the planning process many residents highlighted the need for a dog park. Identifying a suitable dog park location requires evaluating community interest and mapping regions with high dog ownership and limited green spaces. Consider existing public lands, vacant lots, and underused park corners that are accessible and safe, then access potential sites based on size, compatibility with neighboring areas, and environmental factors. Engage local stakeholders early in the process to build support and address any concerns. Prioritize the top sites for feasibility studies, concept planning, and cost estimates.



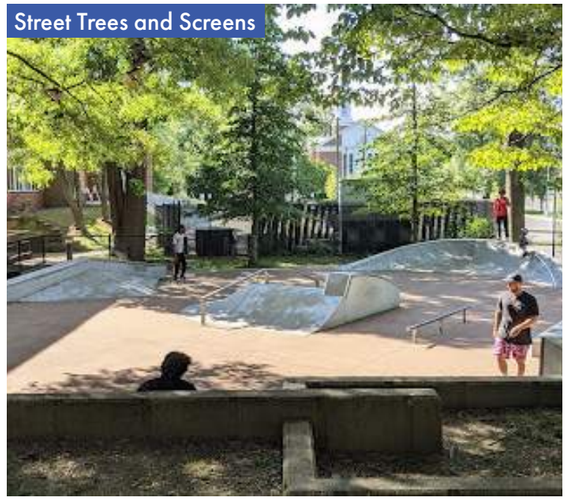
Davis Oil Property

The Davis Oil Property is a 1.9 acre site composed of three parcels and located at the intersection of East Barnard and South Worthington Streets. A former gas station, the site is centrally located near downtown West Chester and close to a bus stop. As it is surrounded by businesses on three sides, the site has high potential to fulfill the current gap in the Borough's parks and recreation system as a small, urban skate spot while causing minimal disturbance to nearby residents.

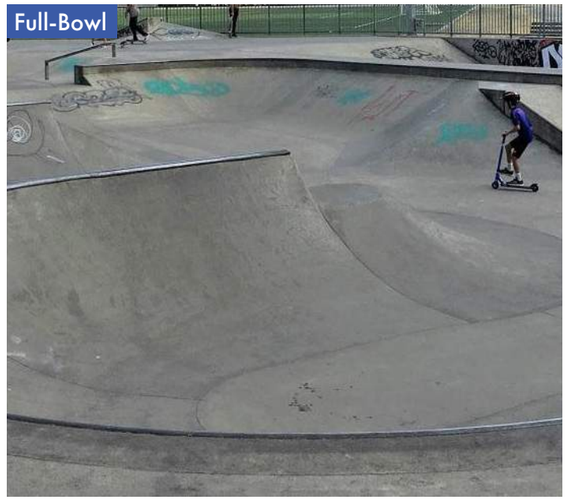
Similarly it could a host a small park or tot lot facility, though these are already adequately covered in other parks throughout the borough. A pump track for bikes, scooters, skateboards, and rollerblades would be an alternative for this location.

It is important to note that, as a former gas station, that environmental assessments must be considered as part of the planning and development process.



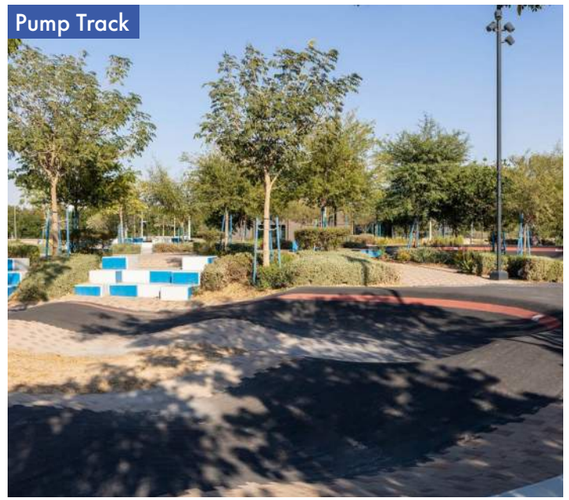












Goose Creek Floodplain Sites

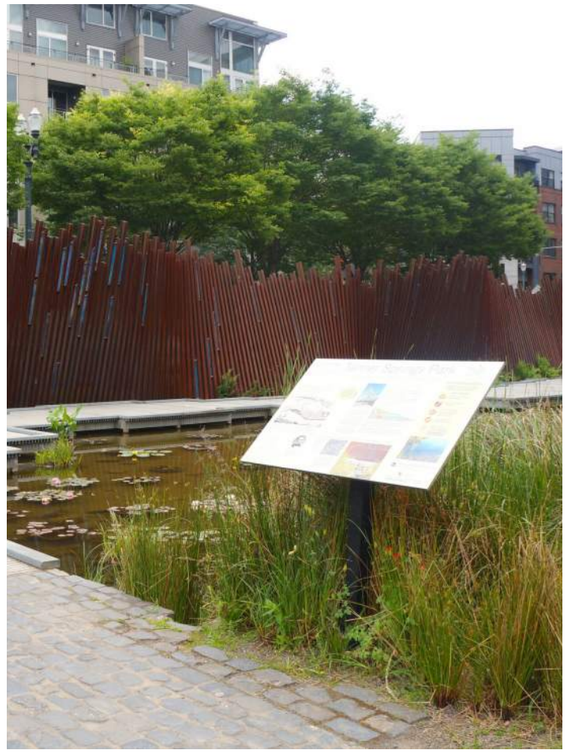
There is regular flooding within the 100-year floodplain associated with Goose Creek. As such there are several parcels that could be investigated as potential sites for stormwater management purposes while simultaneously opening the door to an urban wetland and floodplain park.

Additionally these parcels could provide a connection between Mosteller Park, Green Field, John O. Green Park, and even the aforementioned Davis Oil Property via a tie-in to the proposed Turk's Head Trail. This would add valuable, critically needed recreation land to the Borough's total acreage while simultaneously achieving goals associated with expanded trail networks and diversifying parks, recreation, and open space assets. It is important to note that this is merely an option to be further studied and has in no way been confirmed or pursued by the West Chester Borough as of now. A functional, attractive wetland park was provided to the right as a precedent image.





Tanner Springs Park
Portland, OR





Borough Owned Surface Parking Lots

As part of the 2018 Comprehensive Parking Plan it was noted that, if West Chester were to implement the proposed 50 West Chestnut Street Parking Garage on what is currently Lot 10, the Borough could cease operations at several surface lots. As such Borough staff asked the consultant team about re-purposing those lots as public parks. The consultant team strongly supports this idea due to the difficulty in finding new park land within West Chester and to help bolster their current park acreage deficit.

Furthermore, as part of Goose Creek floodplain parcel investigation, the Magnolia Street lot could be re-imagined as park parking or adapted and re-surfaced as part of the total park acreage. Any future parking garage structure could additionally support park land on top of or have it incorporated around it. Due to the park land deficit within the Borough any and all available space is precious and should be considered. Several successful parking-to-park projects are provided for reference.



The Oval
Philadelphia, PA



Pacific Plaza Park
Dallas, TX



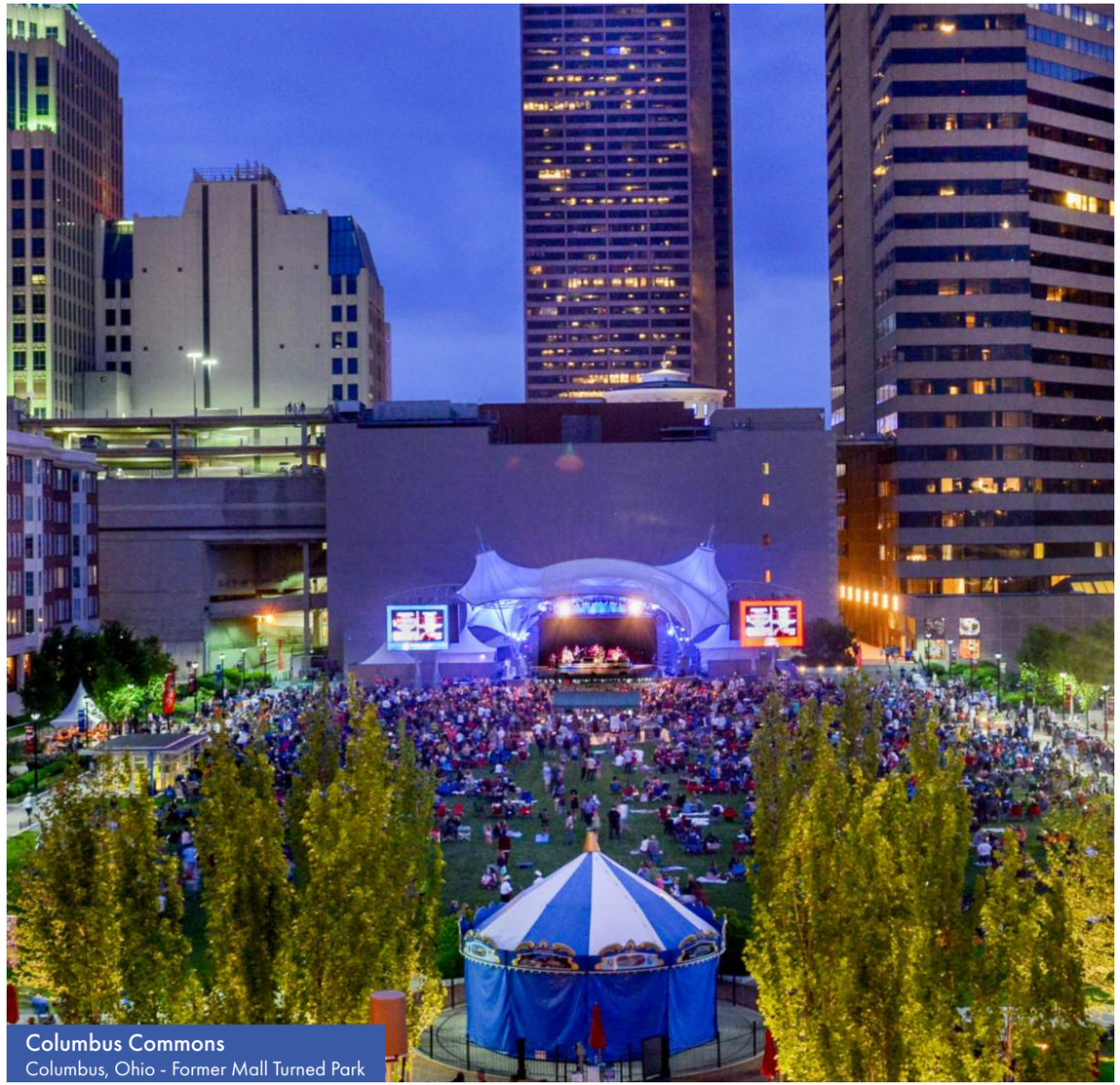
Tongva Park
Santa Monica, CA



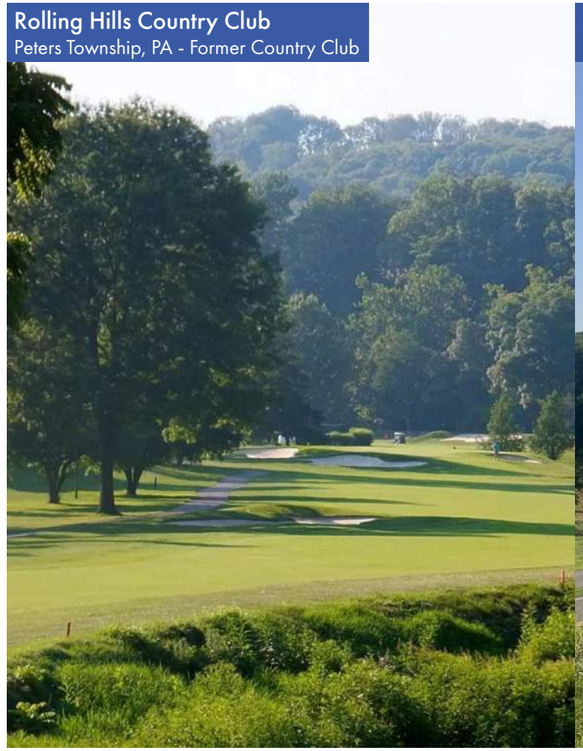
Monitoring Large Land-Holdings

Over the past few years golf courses and country clubs around the country have closed down as demand has plummeted. Savvy, space-starved municipalities took this opportunity to acquire this land and add significant acreage to their park systems.

This is but one example of large land-holdings that landlocked borough's such as West Chester should be on the look-out for. Already lacking park acreage and desperately in need of more as the population continues to grow, the Borough should consider and monitor any and all large land-holdings within or along its boundary. Everything from golf-courses to big box stores to former brown-field sites offer unique opportunities to add to West Chester's total park acreage and add a true, community-scale park; something the Borough is currently lacking. This is not to say that the Borough needs to be actively making offers but rather that it should monitor any and all possible opportunities in-and-around West Chester.



Columbus Commons
Columbus, Ohio - Former Mall Turned Park



Rolling Hills Country Club
Peters Township, PA - Former Country Club



Rolling Hills Park
Peters Township, PA - Former Country Club



Upper Dublin Golf and Fitness Center
Upper Dublin, PA - Former Golf Course



Twining Valley Park
Upper Dublin, PA - Former Golf Course

How This Big Move Supports Our Vision

EXCELLENCE

Diverse, accessible, and equitable facilities ensure that, no matter what park you visit, it will be a great one. West Chester should aim to have twelve, unique, stand-out parks that make moving throughout the borough a pleasure for visitors and residents alike.

EQUITY

As it stands now all parks within the borough are not equal in terms of investment and maintenance. A system should be established that supports equitable investment and maintenance across all parks.

CONNECTION

Beautiful, vivacious parks extend beyond their borders and into the surrounding neighborhoods. Parks are not just parks, but way stations for the community to reference, visit, and cherish.

VITALITY

Energetic parks energize West Chester! Through ensuring equitable investment across all parks West Chester ensures that there are twelves, happening places for people to visit, socialize, and recreate.

STEWARDSHIP

People are more likely to go-to-bat for their local park if they see it is a priority for the borough as well. Stewardship means working with, not around, the communities that make these parks so special.

COLLABORATION

The Friends Groups are impassioned individuals looking to make a difference in their parks and in their home. Working with them leads to exciting, new opportunities that may have otherwise been missed.



Chapter 5
Go West Chester

Go West Chester From Car to Bicycle.



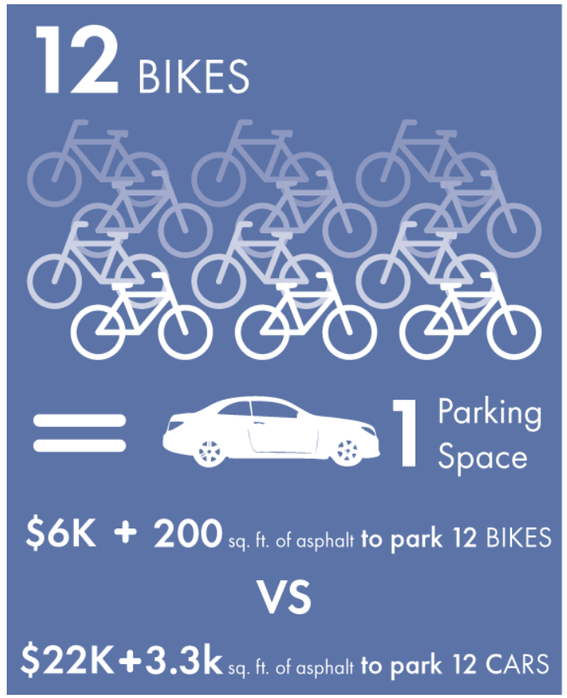
Image from Hello, West Chester - "West Chester Cycling Club Turns 20"

Overview: It is no secret that Downtown West Chester is where people want to be. Host to numerous businesses, restaurants, and even the Chester County seat, residents, college students, and visitors alike flock there whenever possible. This, however, is a double-edged sword.

While the borough is undeniably popular, its lack of adequate pedestrian and cyclist friendly circulation leads to a car-centric culture. Residents clash with college students over what little parking there is while both lack adequate means to traverse the borough on foot or by bike.

This problem is only exacerbated as the weekend rolls around and visitors from Chester County and beyond are added to the mix.

Entirely landlocked and only 1.8 square miles wide, all space within West Chester is precious. Additional parking encroaches on what little there is to work with, severely limiting the ability to develop further parks, recreation, and open space. Similarly the lack of parking and safe, pedestrian and cyclist friendly routes to the borough's parks dissuades visitors.



What We Heard

Bike Friendly West Chester Plan: In 2013 West Chester created a Bike/Pedestrian Friendly West Chester Subcommittee slated to meet quarterly. As part of their efforts to reduce greenhouse gas emissions within West Chester Borough they sought to replace cars with "more bikes and pedestrians". As part of this effort they produced three primary documents, including the "Bike Friendly West Chester Plan" with the Chester County Cycling Commission, a map of safe bike routes within the Borough, and a compiled inventory of all bicycle parking within West Chester Borough including existing racks, capacity, and where there should be more parking. Finally the committee identified six streets to act as "Candidate Streets" for bike boulevards, or shared streets where bikers are encouraged to ride "in lane" with drivers. These streets include Biddle and Washington on the north side, Barnard and Union on the south side, and Church and Darlinton on the West side of High Street.

Small But Mighty: West Chester may be small, but its size can also be its strength. As a compact, urban borough it offers a range of recreational opportunities within an accessible distance. Low-speed limits and a slew of one-way streets also make for seemingly easy access, though anyone who has tried to commute via active transportation will tell you otherwise.

As it stands now the car is king in West Chester. Cyclists have reported often feeling pressured via traffic on-road. A lack of bike lanes, markings, or clear bicycle routes leads to motorists behaving erratically while destinations, such as parks and businesses, do not provide bicycle parking.

Luckily West Chester does not need to start from scratch to address this problem. Several studies have already been completed by the Borough and private groups with the aim of supporting cyclists and pedestrians alike.



What We Heard

Share the Road Initiative:

In 2014 the West Chester Borough Leaders United for Emission Reduction partnered with the Chester County Cycling Commission to launch the Share the Road campaign. As part of the campaign a brochure was produced and distributed to motorists and bicyclists alike with tips and laws applicable to both parties. Two events were also held including a Bike to Work Day beginning at 7:30am where residents were invited to escort Mayor Comitta to work from the Mayor's house via bike and the official Recognition Event beginning at 8:30am.

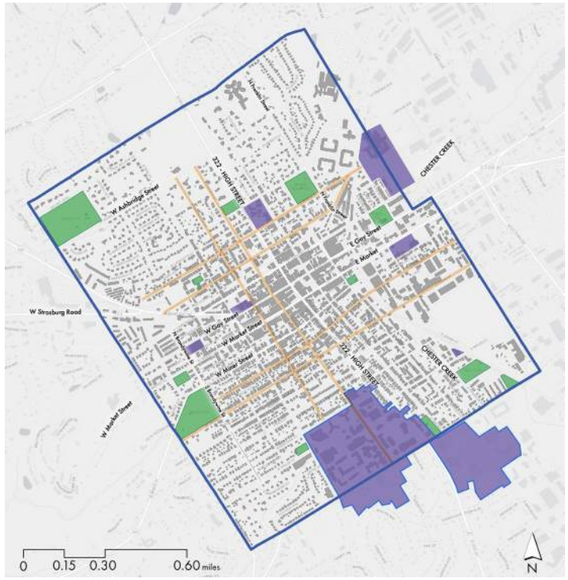
2016 West Chester Borough Comprehensive Plan:

As part of the most recent Borough-wide Comprehensive Plan update West Chester Borough identified several gaps in sidewalks along "high traffic streets" that needed to be filled as well as potential bicycle routes with signage through the borough. These bicycle routes remained largely consistent with previous recommendations from the 2013 Bike Friendly West Chester Plan. Further recommendations were made to put special emphasis on tying into the routes identified in the Central Chester County Bicycle and Pedestrian Improvement Plan.

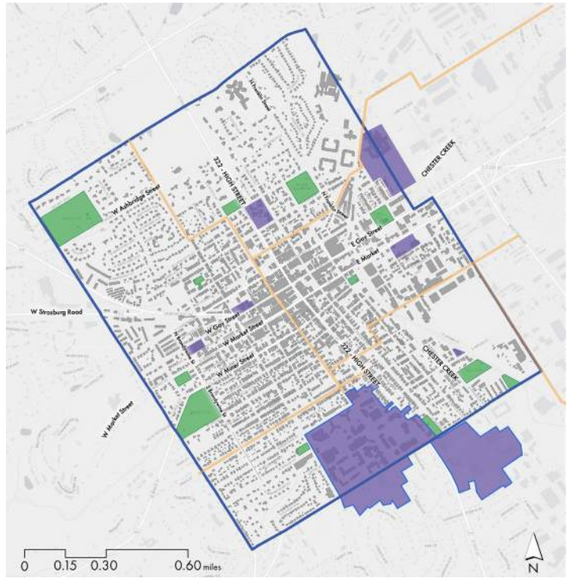
Bicycle Focus Group: The consultant team held a Focus Group meeting with local cycling stakeholders ahead of the fourth Study Committee meeting. These stakeholders helped to identify critical, local roads within the borough where they felt comfortable cycling. The group also identified which roads from the 2013 Bike Friendly West Chester Plan where they did not feel safe bicycling or otherwise felt would be overwhelming for new bicycle commuters. The consultant team additionally tasked the stakeholders with identifying a primary north-south route and east-west route for cyclists to move easily, and safely, through the borough Comprehensive Plan update, West Chester Borough identified several gaps in sidewalks along "high traffic streets" that needed to be filled as well as potential bicycle routes with signage through the borough. These bicycle routes remained largely consistent with previous recommendations from the 2013 Bike Friendly West Chester Plan. Further recommendations were made to put special emphasis on tying into the routes identified in the Central Chester County Bicycle and Pedestrian Improvement Plan.



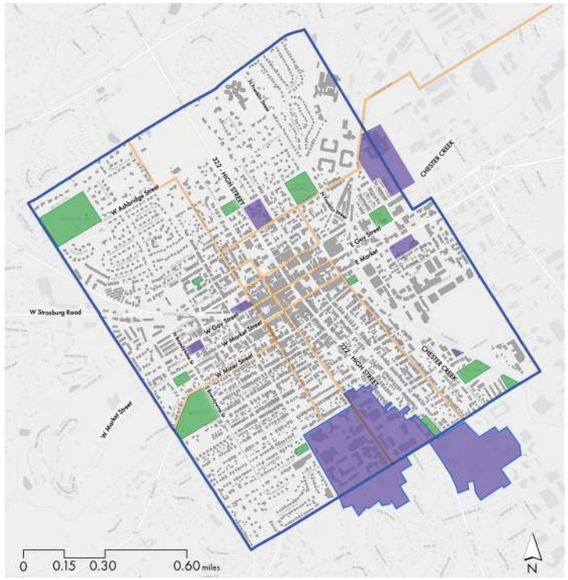
What We Heard



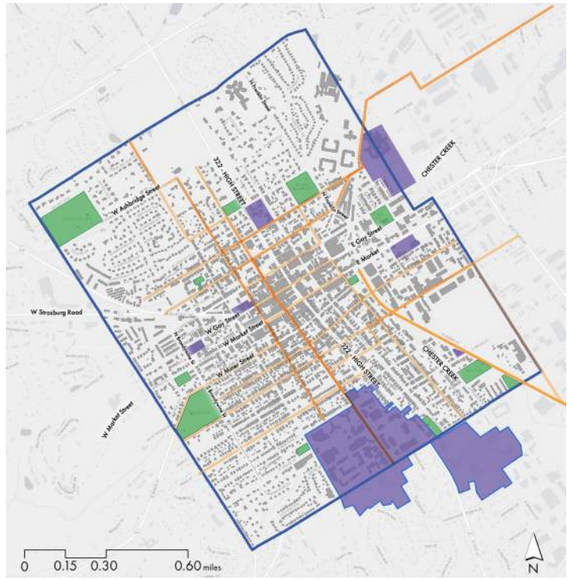
Bicycle and Pedestrian Subcommittee Identified Routes



October Focus Group Recommended Routes



Strava Data - Most Commonly Cycled Streets in the Borough



Composite of all Previous Maps

Strengths, Challenges, Opportunities, and Threats

STRENGTHS

- At only 1.8 square miles, West Chester is easy to get around.
- Alleviate parking stress by cutting down on the number of cars on the road.
- Helps West Chester to reach its emissions and health goals.
- 8 to 80 Community: Helps to make the borough more accessible to people of all ages and abilities.



CHALLENGES

- People feel unsafe riding on road.
- Signage, bicycle parking, and designated shared roads are lacking in the borough.
- Even West Chester Cycling Club drives with their bikes, meet in a parking lot, and then ride outside of the borough.



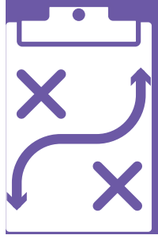
OPPORTUNITIES

- Turk's Head Trail proposal could provide safe, off-road bicycle commuting opportunity as people acclimate to the practice.
- Past studies, Bicycle and Pedestrian Study Committee, and cycling focus group have all already identified streets as candidates for shared streets.
- Students at West Chester University and residents alike can commute via walking or cycling, reducing the need for parking.



THREATS

- Need to provide resources beyond the physical. Cycling is a change, how do you engage and encourage people?
- Up-front investment.
- General reluctance to commute without a car.



Recommendations



Near Term - Turk's Head Trail:
Even as a cyclist-friendly infrastructure is introduced within and along roadways it often takes time for new cyclists to build the confidence to use it. As such, it is never a bad idea to identify an off-road option that allows new, active commuters to acclimate before hitting the shared road. Within West Chester Borough, the previously proposed Turk's Head Trail offers such an opportunity.

Proposed by a group of private citizens within West Chester Borough, the Turk's Head Trail would be a multi-use, paved trail that runs alongside the historic, currently unused, rail line between West Chester and Thornbury.

The trail head would begin in downtown West Chester at the eastern end of John O. Green Park and offer additional connections to Mosteller Park, Green Field, and West Chester University's northern campus.

The trail would require private funding via grants and inter-municipal collaboration with West Goshen, Westtown, Thornbury (Chester County), and Thornbury (Delaware County). SEPTA would also need to approve as it would be built within their Right-of-Way, though this proposal would not impede their ability to re-activate the train line if they ever chose to as it would run alongside the tracks and not on it.

THE PROBLEMS

HIDDEN GEM
Beautiful, natural stretch of land only used by a tourist train a few times a week.

SCARCE OPEN SPACE
Most parcels are privately owned and space is scarce.

DANGEROUS CONDITIONS
Streets are busy and dangerous for residents to run, bike, or walk in.

DISCONNECTED COMMUNITY
Residences and parks are disconnected with no pedestrian links.

THE SOLUTIONS

BE ACTIVE
Get outside and enjoy a run, walk, or bike ride on a safe and fun trail within walking distance.

RELAX & ENJOY NATURE
Take in the natural beauty the area has to offer.

GO GREEN
Use the trail and leave the car at home.

THE BENEFITS

ECONOMIC
Property value of homes and foot traffic to businesses along the trail will increase.

QUALITY OF LIFE
The trail helps residents reconnect to nature and improve their moods.

HEALTH
Trails encourage exercise and improved health for users.

Information and icons taken from the Turks Head Trail Concept presentation made and presented by Nick Rickards.

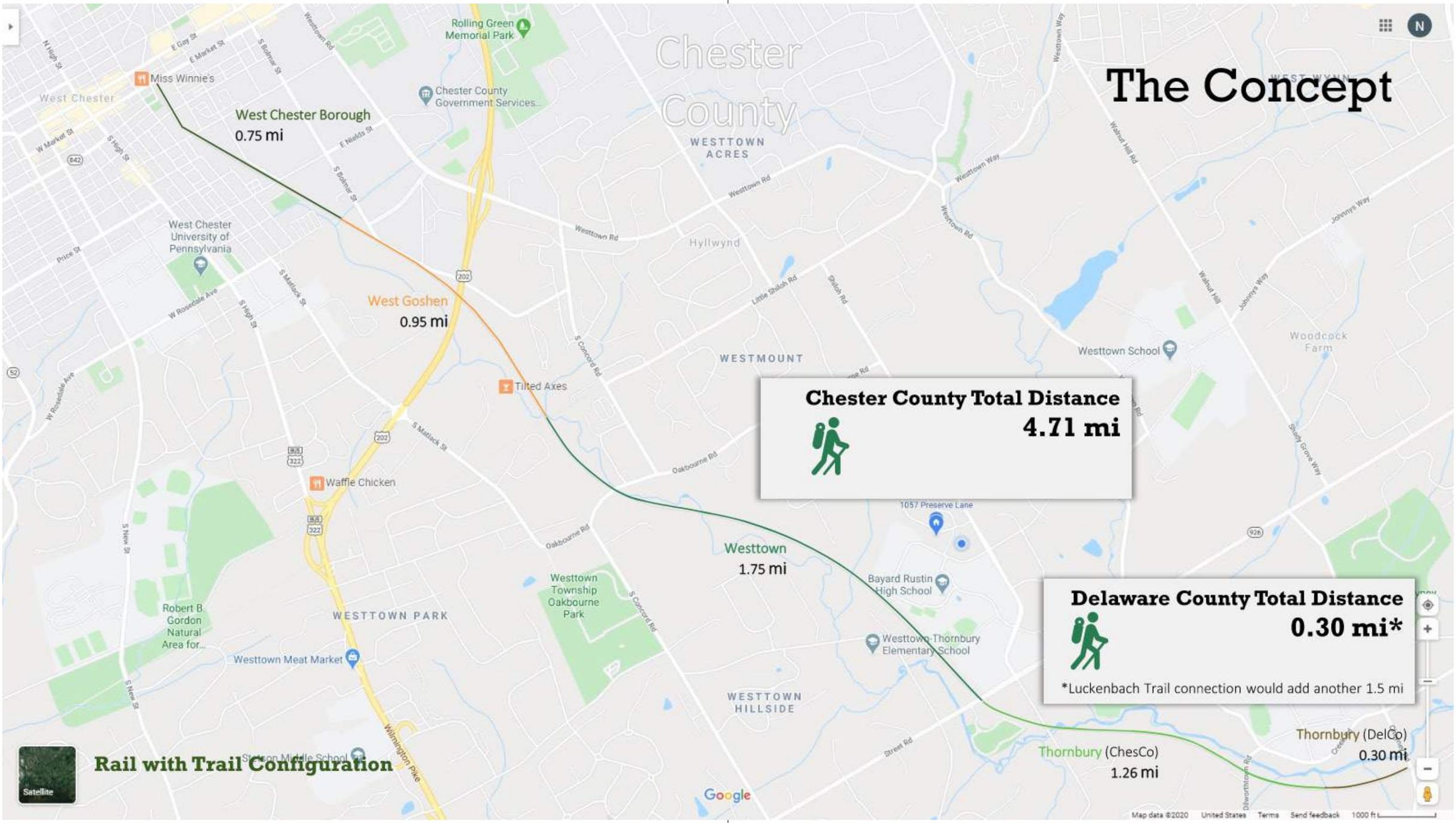


Figure 1: Map of the proposed Turk's Head Trail as presented by Nick Rickards to the Committee to Reestablish Rail Service to West Chester.

Recommendations

Long Term - West Chester as a Bicycle Friendly Community:

In the long-term West Chester should strive to become a Bicycle Friendly Community as defined by the League of American Bicyclists. These recommendations go beyond planning and look at how Bike Friendly Communities have successfully created a biking culture. Their guiding principles are the 5 E's: Equity & Accessibility, Engineering, Education, Encouragement, and Evaluation & Planning. The focus is on continued efforts in the community to strengthen a bicycling culture and build confidence in riders alongside infrastructure improvements such as bike lanes, signage, and trails. This creates a positive feedback loop in which community members have a positive correlation with bicycling and support further accommodations, opening the door for continued improvements and maintenance. Bicycling is seen as a priority and integral part of the community identity rather than an alternative to using a car.

Figure 1: Information on Bicycle Friendly Communities as defined by the League of American Bicyclists. Further information can be found at https://bikeleague.org/bfa/

The 5 BIG for an

E's Bicycle Friendly Community

BICYCLE FRIENDLY COMMUNITY

1. EQUITY

- Create conditions where EVERYONE can participate and prosper
- Accessibility: Accessible to all, regardless of ability

2. ENGINEERING

- Infrastructure must WELCOME and SUPPORT bicycling
- Aim for NETWORKS of well-connected streets, bike lanes, and trails

3. EDUCATION

- Offer a LOT of ways for people to get the skills and confidence to ride
- Involve communities, businesses, and campuses who can offer options

4. ENCOURAGEMENT

- Communities, businesses, and universities play a critical role: encourage and provide incentives to ride
- Produce community bike maps, signage, and bike-based celebrations.

5. EVALUATION

- A dedicated, COMPREHENSIVE bicycle master plan is essential
- Collect Data on how people are using bicycles and infrastructure

How This Big Move Supports Our Vision

EXCELLENCE

Making West Chester an exemplary bicyclist and pedestrian friendly community will continue to solidify its reputation as a gem of Chester County.

EQUITY

When a car isn't required to get around the borough, everyone has equal opportunity to access West Chester's Parks and Recreation opportunities. Anyone, from age 8 to 80, should be able to safely explore as they please.

CONNECTION

When you can bike or walk instead of taking a car it creates more intimate connections with the parks and the borough as a whole. People engage on a personal level instead of whizzing by!

VITALITY

Active Transportation means an active population, both physically and mentally! When passing on a bike or on foot people see, and interact with, their neighbors with proven benefits to their mental and physical health.

STEWARDSHIP

Slowing down means seeing more of the borough on a more personal level! A bicycle friendly community inspires care as residents notice new and exciting parts of West Chester.

COLLABORATION

To complete projects like the Turk's Head Trail or achieving Bicycle Friendly Community status requires collaboration. This opens up lines of communication that can carry over to future projects!

Chapter 6

Active Together

Active Together



Image from West Chester Times - "Turk's Head Music Festival". June 1st, 2022.

Overview: West Chester Borough's recreation system is thriving, thanks to the ingenuity, dedication, and community-centered ethos of a Parks and Recreation Department that has made the most of limited staffing and resources. As the Borough plans for the next decade of parks and recreation investments, it has a unique opportunity to grow and sustain programs that bring people together, support health and wellness, and reflect the full diversity of the community. This chapter lays out a clear vision for expanding access to meaningful recreation opportunities across the Borough.

Why Programs and Services Are Important: Recreation programs and services are essential components of a healthy, connected, and vibrant community. In West Chester Borough, these offerings do more than fill leisure time—they foster social inclusion, support public health, stimulate the local economy, and strengthen community identity. Recreation activities bring together residents of all ages and backgrounds, bridging generational and cultural divides while encouraging lifelong learning and personal growth.

Well-designed programs improve mental and physical health, help reduce crime by positively engaging youth, and offer vital support to families, seniors, and individuals seeking connection. In a walkable, compact community like West Chester, recreation programs activate parks, public spaces, and downtown streets, transforming them into hubs of civic life. From early childhood enrichment to senior wellness, from fitness classes to cultural festivals, recreation services are not a luxury—they are a public good that supports the Borough's goals of inclusivity, livability, and resilience.

What We Heard: Throughout the planning process, residents consistently expressed appreciation for the diversity and energy of West Chester's recreation offerings—especially signature events and health-focused programs like pickleball, yoga, and community festivals. However, community feedback also highlighted critical gaps and opportunities for improvement. Many participants shared concerns that recreation opportunities are not reaching all neighborhoods equitably, particularly youth, families with limited incomes, and residents living outside the town center.

There was strong support for bringing back summer camps and expanding school holiday programs for children and teens. Several respondents voiced a desire for more programming in underutilized parks and at the Melton Center, with some citing this as a necessary step to address past exclusion and ensure future equity. Participants also suggested better promotion of existing programs, more evening and weekend options for working families, and improved access to indoor spaces for year-round use.

This feedback clearly indicates that while West Chester's recreation system is beloved, residents are ready to see it grow—strategically, equitably, and inclusively.

Strategic Priorities: In the public opinion survey, service to children and youth and feeling safe and welcome in parks were the top priorities .To turn ideas into action, West Chester Borough should pursue a phased approach that prioritizes equity, access, and sustainable growth. Recommendations fall into four priority areas.

1. Broaden Access and Inclusion

Programs should reach every neighborhood. The Borough should begin by phasing in events at underutilized parks and partnering with the Melton Community Center to create Borough-wide access to indoor programming. Priority should be placed on serving children, teens, and working families through expanded after-school, school holiday, and summer options.

Program Expansion Priorities

- Hold events in more parks across the Borough
- Integrate the Melton Community Center with the Borough's programming system via a collaborative partnership
- Increase evening and weekend options for working families
- Plan for capacity expansion for high-demand activities (e.g., pickleball, camps)
- Develop a plan to reintroduce youth summer camps and school holiday programs. Address concerns related to youth programs sponsored by the Borough. Position this as a public service and revenue generator with support for disadvantaged residents.

Track What Matters

- Who is participating?
- What neighborhoods are being served?
- Are programs full or waitlisted?
- Where is the program in its lifecycle?
- What is the user satisfaction rate?
- Where are the gaps?

2. Strengthen Operations and Evaluation

The Borough should adopt a centralized program evaluation and tracking system to assess participation trends, identify gaps, and guide resource allocation. Demographic, geographic, and equity-related data will inform continuous improvement and support future grant requests.

3. Increase Staffing and Build Capacity

A phased staffing plan is essential. The Borough should use national benchmarks and workload data to advocate for added staff positions. Partnerships with contracted providers and nonprofit collaborators should be expanded to maintain program quality and reach.

4. Leverage Success for Greater Investment

Signature events demonstrate the Borough's capacity to deliver impact. Use high participation rates, strong volunteerism, and positive community feedback to build the case for increased Borough funding, sponsorships, outside grants, and philanthropic investment.

Build a Borough Recreation Brand

- Create a Borough-wide brand and seasonal marketing campaigns to boost program awareness.
- Use print, digital, and social channels
- Highlight inclusive, welcoming imagery
- Promote events in all neighborhoods

Conclusion

The Borough of West Chester has proven what is possible with passion and partnership. The time has come to match that passion with the investment and infrastructure needed to make recreation programs accessible, equitable, and sustainable. By embracing data-driven planning, increasing capacity, and strengthening community relationships, the Borough can ensure that every resident has the opportunity to be active, connected, and thriving—together.

Susquehanna Township Style Guide as provided by Susquehanna Township Staff.

LOGO

Susquehanna TOWNSHIP

MARK

FONTS

"Susquehanna" is set in ***Domaine Display Narrow Extra Bold***

"Township" is set in *Domaine Sans Text Black Italic*

BADGE

SUSQUEHANNA TOWNSHIP

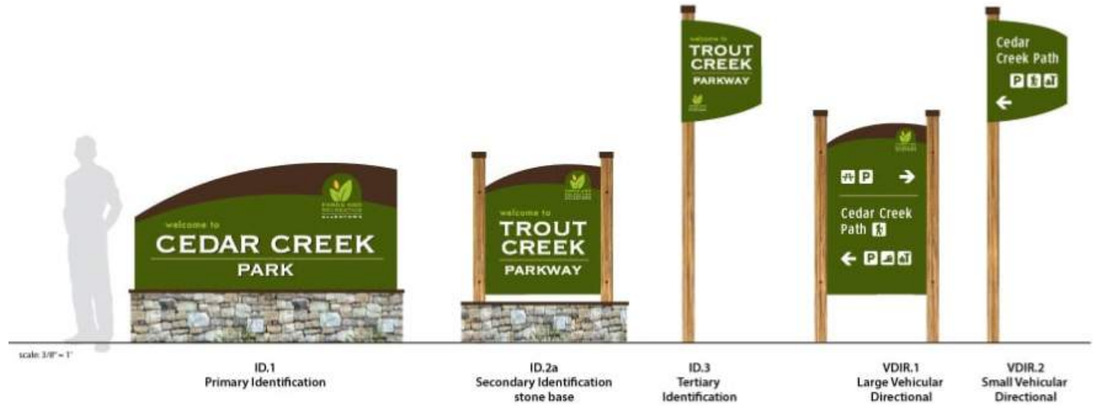
PRIMARY COLORS

	RED	BLUE
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RBG Value:	R118 G35 B47	R164 G219 B232
HEX Code:	76232F	A4DBE8

OTHER GRAPHIC ELEMENTS

SECONDARY COLORS

	PINK	DARK BLUE
Pantone:	496 C	7460 C
RBG Value:	R192 G127 B144	R44 G137 B160
HEX Code:	7A3E3A	2C89A0





Allentown City Park Design Guidelines by Merje Design.

Chapter 7
Sustaining What We Love

Sustaining What We Love Protecting What Protects Us.



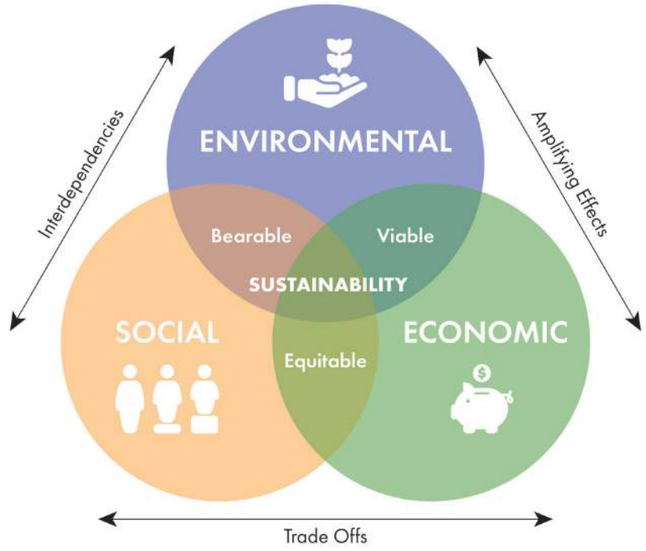
Overview: West Chester's parks, natural areas, and green spaces are oases among a dense urban core. As traffic whizzes by and the borough bustles, they are places to disconnect, relax, and recreate. However, this is not the only role they play.

As climate change intensifies and places additional stress on urban areas such as West Chester, parks, natural areas, and green space become a critical network of green infrastructure that protects the Borough. Parks can serve as cooling centers, stormwater management, or even wildlife habitat, protecting our physical and mental health even when they are seemingly unused.

Our parks, however, need us as much as we need them! Strong maintenance practices help us protect these community treasures just as they protect us. Sustainable practices, meanwhile, lessen the load on maintenance, working with nature to bring costs down via all-natural infrastructure.

Three Dimensions: The three core dimensions to sustainability: Environmental, Economic, and Social. Different but always interconnected, considering them together is essential when developing and implementing sustainability strategies. To be truly sustainable West Chester must carefully balance present-day concerns against the needs of the future. Effective practices are only as strong as their advocates, and people that feel disenfranchised or excluded will not be advocates.

The Three Pillars of Sustainability



Environmental: The pillar people are most familiar with, Environmental Sustainability focuses on protecting and preserving the natural environment through practices such as resource management, pollution reduction, and conservation. West Chester's own Sustainability Advisory Committee generally tackles those issues most tied to Environmental Sustainability within the Borough at large while the Parks and Recreation Department and Friends Groups deal with park-specific issues.

Economic: People are generally concerned about money, and sustainability is no exception! While most people are happy to see more trees planted or a rainwater garden installed, they are often more hesitant about the associated cost. Economic Sustainability highlights how upfront costs are offset by return on investment. Parks, for example, are economic engines, driving local tourism and increasing property values while stormwater maintenance initiatives help to reduce total park and street specific maintenance costs in the long-term.

Social: Sustainability does not work without people! Passionate, dedicated advocates are always required to speak up for their parks and greenspaces. West Chester's local Friends Groups are an excellent example of Social Sustainability as their hard work and determination has helped their parks to thrive! Likewise those parks that lack Friends Groups often do because they are perceived as underfunded or under-cared for. If people feel disenfranchised or removed from the process they will not step up as stewards, volunteering their time, effort, and resources to help keep the Borough's parks world class.

Why It Matters: West Chester is fired up about its parks! In an active, engaged community like this approaching sustainability as a one-dimensional, environmental issue would not encompass all the excellent, socially and economically sustainable practices the Borough, and its residents at-large, are already exploring.

As such, and with respects to their pre-existing efforts, sustainability is explored here as a multi-faceted system with recommendations and actionable steps aimed at supporting all the great work they already do.

What We Heard

Friends Groups Focus Group: Maintenance was easily the Friends Groups' largest concern. As it stands now, they feel that it is unclear what is expected of them maintenance wise and what they can expect the borough to handle. They expressed trust in the current Parks and Recreation administration, highlighting that they felt they were easy to approach and work with, but were frustrated with what they saw as budgetary and administrative restraints. There was a suggestion that a dedicated Parks and Recreation maintenance manager would be beneficial as it would off-load some of the responsibility from the Parks and Recreation Director and create a dedicated role to help with maintenance concerns.

Similarly, they felt that they understood their parks on a more intimate level that was often ignored. The example was brought up where the borough hired the cheapest possible tree service to attend to specimen trees that were hundreds of years old and needed specialized care, despite the protest of the local Friends Group. This resulted in the Group spending money set aside for another project to ensure the critical element of their park received proper care. This highlights another issue as the borough is currently drastically underspending on parks as a whole and needs to be realistic about maintenance costs per park, especially those that regularly bring in visitors from outside the borough.



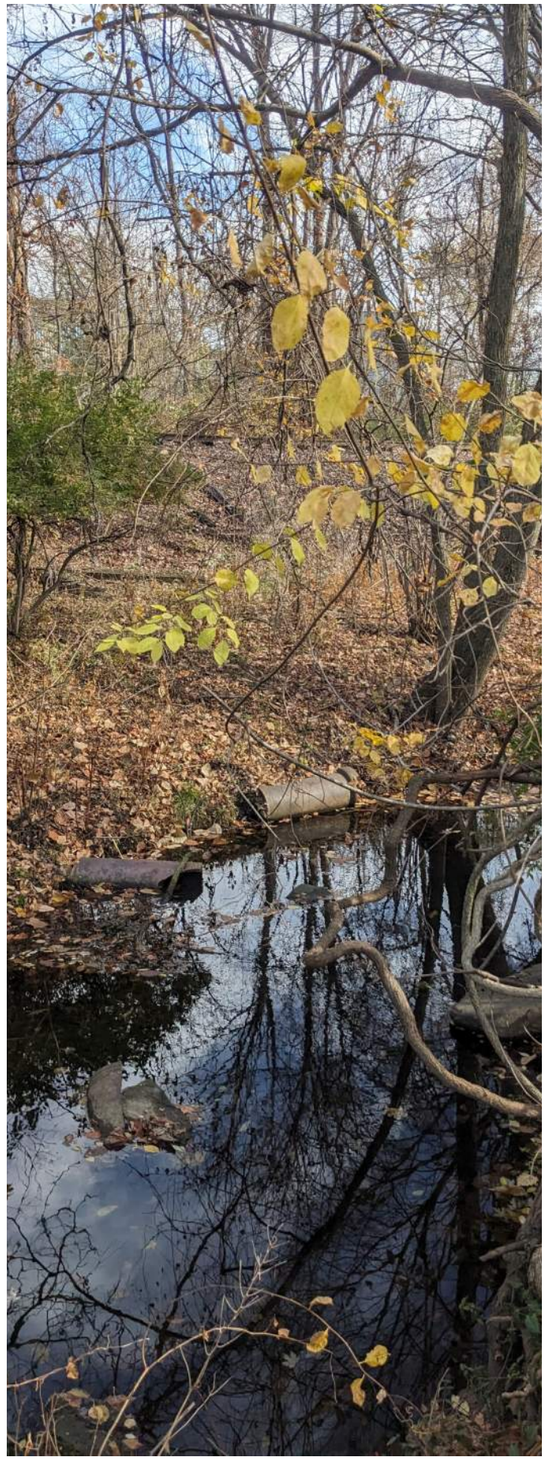


Study Committee Meetings: A member of the Study Committee provided the Consultant Team with the Turk's Head Trail plan initially, stating support for the initiative as someone who wished to bicycle within the Borough. Other members of the Study Committee, expressed support for active transportation initiatives within the Borough as a way to encourage more foot traffic and regular visitors within the Central Business District as well as cut back on emissions within the Borough. There was hesitancy about bicycle commuting from a safety perspective.

Concerns around overall park maintenance were expressed, as many felt that those parks without extremely active Friends Groups often fell by-the-wayside.

Bicycle Focus Group: While all adamant bicyclists, the Focus Group suggested that commuting via bike within the Borough was "taking your life into your own hands." They expressed that they often drove to a surface lot to meet for their group rides, leaving their cars there, before cycling outside the Borough. Many expressed that they, as experienced riders, would not feel comfortable bicycle commuting in West Chester as of now and didn't believe that non-experienced riders would be on-board either, despite the environmental, health, and economic benefits.

What We Heard



Public Meeting: In an exercise asking residents to suggest, and show interest in, different aspects of their parks, maintenance was overwhelmingly popular. When asked as to why nearly all present reported feeling that not enough resources were dedicated to maintaining and supporting the Borough's parks to a high standard. Wildlife habitat, trees, "more trees", "diverse, bird-filled trees", and "native plants and flowers" all garnered significant support as well, with attendees saying they felt as if West Chester would benefit from a cooler park and street experience.

Borough Staff Key Person Interviews: Borough staff was primarily concerned with extending open space wherever possible beyond the parks and into the urban core. Stormwater curb bump-outs were mentioned as a possibility along streets as a way to compliment street tree initiatives, slow vehicular traffic, reduce total paved areas, manage stormwater, and provide pockets of habitat for Borough wildlife such as pollinators and song birds.

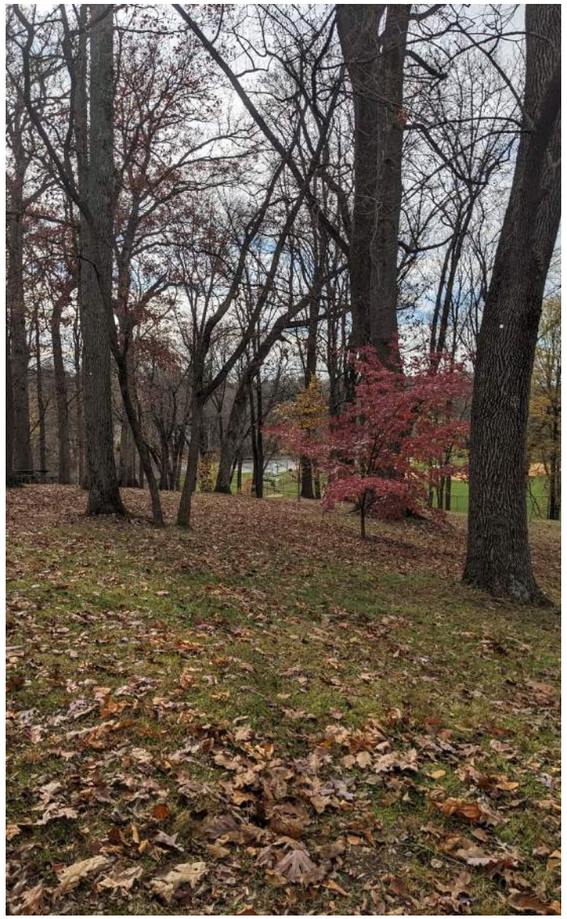
As mentioned in Chapter 4 - Parks for All, there were concerns around flooding along Goose Creek and the cost to the Borough when it occurred. Targeted stormwater interventions were suggested. Similarly, the Turk's Head Trail, mentioned in Chapter 5 - Go West Chester, was suggested as a way to cut vehicular emissions through a safe trail that would encourage the public to active transportation initiatives.

Borough Council Person Interviews: Council Members were concerned with the investment in park maintenance, expressing that they felt the cost had been mostly off-loaded to the Friends Groups. A common sentiment that was that the Borough had sat on its parks for an extended time and now was the time to exploring sustained, on-going improvements vs. "big-splashes". All mentioned support for trails and alternative transit routes throughout the Borough, with one noting that the "street needs to be re-delineated" to include bicyclists, plantings, and a wider range of utilities. The rails-with-trails via the Turk's Head Trail was mentioned as "more realistic" than waiting "another 10-years to maybe get rail connection". It was noted that effort to "maintain and care for these spaces so it's seen as something worth valuing," was more important than "just beautifying" any of them.

2018 Comprehensive & Urban Center Revitalization Plan: Environmental Sustainability was identified as the second Focus Area in the 2018 Comprehensive & Urban Center Revitalization Plan. Stated goals included protecting natural features and ecosystems, managing flood-prone areas, managing stormwater and water quality, and managing, and growing, the urban forest within the Borough. Special emphasis was given to the Borough residents whose initiative spurred West Chester to take action on sustainability. Recommendations focus on resident, business, and institution outreach, creating community-wide programs to encourage the adoption of renewable energy production, encouraging active transportation options, and continuing West Chester's tradition as a walkable, compact Borough.

2024 Chester County Interactive Tree Map: Published in 2024, the Chester County Interactive Tree Canopy Map allows users to view urban canopy coverage within Chester County municipalities. Information is provided on tree canopy acreage in a municipality, the total municipal acreage, and the percentage of tree canopy cover within the municipality. The stated tree canopy goal is dependent on the surrounding land uses in the area, as they can impact the realities of vegetative success, but a general, overall goal is to have at least 40% total canopy coverage within any municipality. West Chester currently has only 31.7% tree canopy coverage with a low goal of 30% and a high goal of 50%.

West Chester Borough Tree Commission and Tree Planting Program: The West Chester Tree Commission is an officially recognized committee of the Borough government. Their goal is to provide information to residents on proper tree care within the borough as well as fulfilling requests for new street trees and tree condemnations, where necessary. To that the end they have established a website, along with public works, where residents can find relevant information on what the commission does, the economic and health benefits of urban forestry, forms used to apply for new street trees, and additional information on the proper care and maintenance of urban trees. An interactive map allows visitors to view the borough's street tree coverage. The commission has a stated goal of planting two new trees for any one tree they must condemn.



Sustainability Advisory Committee: The Sustainability Advisory Committee was founded in 2015 as a medium for inter-borough departmental collaboration. It is an ad hoc committee and members are appointed by borough council members and serve two-year terms. Their initiatives include active programs such as the Adopt-a-Rain-Garden program and information campaigns surrounding topics such as single-use plastics and recycling. The Committee has advised on additional regulations such as ticketing vehicles parked at, but not utilizing, electric vehicle charging stations and the "Ready for 100" clean energy goals the borough adopted in 2017. They championed the 2024 ordinance requiring any new construction to include infrastructure to support electric vehicle charging as well.

Strengths, Challenges, Opportunities, and Threats

STRENGTHS

- Reduce emissions in West Chester making the air healthier, safer, and cleaner to breathe.
- More greenspaces and less emissions means a cooler, and more comfortable, West Chester.
- Property values increase as green space does.
- Green infrastructure and stormwater infrastructure can reduce overall maintenance costs.
- Social sustainability improves inter-Borough relationships, lending itself to other, unrelated projects.



CHALLENGES

- Installation and improvement of green infrastructure and stormwater infrastructure comes with an up-front cost.
- Increased maintenance comes with an upfront cost.
- Stormwater infrastructure requires its own maintenance including keeping it from debris.
- It must be worked out between the Friends Groups and the Borough who is responsible for what maintenance.



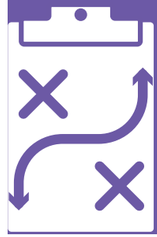
OPPORTUNITIES

- Foster community relations through volunteer days and community involvement.
- Off-set installation costs through the comparatively low maintenance costs associated with green infrastructure after installation.
- Make West Chester a healthier, happier community as the benefits of being a sustainable community kick in.
- Deal with more frequent, heavier rainfall events and urban heat island effect through green infrastructure that simultaneously beautifies the borough.



THREATS

- There is existing hesitancy around maintenance in the parks. The Borough needs to prove it is dedicated to continued maintenance.
- People may be hesitant around the initial cost and additional maintenance costs.
- Too many residents only see the parks in their immediate vicinity, leading to uneven expectations and care – need to create a system of stewardship that extends to the borough as a whole.





Maintenance: For West Chester, sustainable practices start at maintenance. There is frustration among Friends Groups as they feel they bare the brunt of the burden when it comes to maintenance costs. Those living around parks without Friends Groups similarly feel that there is not enough money going into maintenance and general upkeep, leaving them feeling disenfranchised and disinterested in stewarding their parks.

Environmentally, economically, and socially this is not sustainable. Friends Groups play a critical role in the Borough, advocating for and supporting their parks, but are ultimately limited by the funds they raise. A park should never lack the proper care because it lacks private funds and, as such, the Borough should develop a concise maintenance plan and hire staff as-needed to execute it.

Community Days: Centrally organized community days help to ensure all parks in the Borough get the love they deserve while exposing residents to all West Chester has to offer! Clean-up days can address small-scale issues such as weeding bed or cleaning litter while encouraging residents to build camaraderie with their neighbors.

This is sustainability as a core-tenet of being a West Chester resident, ingraining it into the wider social fabric. Forming personal connections with parks alongside your neighbors feeds into a positive feedback loop, ensuring they are seen as important places to care for as well as enjoy!

Similarly these events, as with all park programming, carry an economic dimension. Those already on-the-town and socializing are likely to keep the good times rolling and patronize local restaurants, bars, and cafes alongside their neighbors and new friends. The Cycling Focus Group confirmed as much, providing a list of their favorite spots to hang-out after a group ride!

Trees for Parks: Nearby cities, such as Philadelphia, have programs dedicated to planting more trees in parks. West Chester should explore a similar option as it helps to beautify parks, provides habitat, cool the surrounding area, and mitigate stormwater. Additionally more trees support previous, stated Borough goals to further bolster the urban forest.

Stormwater and Habitat Bump-Outs: Proposed by a Borough employee as a means to support comprehensive plan goals such as Managing Flood-Prone Areas and Managing Stormwater and Water Quality, stormwater bump-outs additionally help slow traffic and beautify and cool the borough. In turn residents are more likely to ditch the car and choose the bike! Finally, more stormwater areas means less stress on the parks when it comes to handling waste-water, reducing the total, overall cost of maintenance within each.



How This Big Move Supports Our Vision

EXCELLENCE

Parks are only as good as they are maintained. Through continued, sustainable practices each park's lifetime will be extended ten-times over for people to enjoy for generations.

EQUITY

Sustainable practices are equitable practices. Sustainability lessens the load on active maintenance, ensuring that passive practices help to keep parks clean, functional, and beautiful.

CONNECTION

Events like Community Clean-up Days offer residents new opportunities to connect with parks, nature, and each other like never before.

VITALITY

Green infrastructure helps to improve our physical, mental, and emotional health through providing us beautiful spaces to recreate or just be present.

STEWARDSHIP

Sustainable maintenance practices encourage the community to become hands-on champions of their parks.

COLLABORATION

The Friends Groups are an invaluable resource in the borough's fight for sustainability. Through close, well-defined partnerships both can help to keep parks functional and beautiful.

Chapter 8
A Borough Ready for the Future

A Borough Ready for the Future Preparing for What's Next.



Overview: West Chester Borough stands at a pivotal moment in its commitment to parks and recreation. The community has voiced a clear desire for safe, welcoming, and high-quality public spaces, along with expanded recreational opportunities that meet the needs of residents of all ages and backgrounds. To achieve this vision, the Borough must invest not only in physical improvements, but in the capacity, systems, and leadership required to manage a growing and increasingly complex parks and recreation system.

This section of the PROS Plan outlines a strategic direction for strengthening the Borough's organizational capacity and management framework. It builds on decades of local progress, recent changes in recreation staffing and programming, community input, and the detailed analysis presented in Part 2: Plan Foundation. Together, these elements form a roadmap for ensuring that West Chester Borough is well-positioned to deliver excellent parks and recreation services now and into the future.

Why Organization and Management Are Important: A parks and recreation system is only as strong as the organization that supports it. No matter how beautiful the parks or how popular the programs, without sound management practices, well-defined roles, and sufficient staffing, the system cannot operate efficiently or equitably. Organization and management are what transform vision into action, ensure public accountability, and create the conditions for sustained community benefit.

In West Chester Borough, where staff capacity is limited and public demand is high, thoughtful coordination becomes especially vital. The integration of Parks & Recreation, Public Works, Sustainability, and Administration requires not just cooperation, but a shared commitment to clear communication, strategic planning, and effective resource management. Robust organizational systems allow departments to respond proactively to emerging needs, balance workloads, and make data-informed decisions.

Equally important is the Borough's ability to engage and guide community partners—such as Friends Groups, advisory committees, and nonprofit collaborators. When these relationships are supported by strong organizational frameworks and equitable oversight, they can greatly amplify the Borough's impact. Without it, however, the system risks becoming fragmented, reactive, and inequitable. Effective management is not an operational detail—it is the critical infrastructure that sustains a fair, transparent, and resilient parks and recreation system.

What We Heard

Throughout the PROS Plan process, residents, stakeholders, and staff shared thoughtful and consistent feedback about how well West Chester Borough's parks and recreation system is managed—and where improvements are needed. Many residents expressed gratitude for the commitment of Borough staff and volunteers, especially given the limited resources available. There was widespread respect for the high-impact work accomplished by such a small parks and recreation department.

Several recurring concerns also emerged. Community members noted that not all parks receive the same level of investment, attention, or programming—often due to disparities in advocacy or Friends Group involvement. Participants called for a more balanced and transparent system for evaluating and approving park projects. Others expressed frustration that decisions sometimes seem to bypass staff expertise or public input, creating confusion or perceived inequities.

Stakeholders also voiced a strong desire for better coordination among departments, clearer communication about roles and responsibilities, and more inclusive engagement practices. Suggestions included increasing staff capacity, formalizing partnerships with the Melton Community Center, and creating structured opportunities for collaborative planning.

In short, the community sees great value in West Chester's parks and recreation system—but also recognizes that organizational improvements are essential to ensure fairness, sustainability, and long-term success. Residents are ready to support a more strategic, inclusive, and coordinated approach to managing this vital public service.

Where We Are Now: West Chester Borough has a collaborative structure that supports shared responsibility for parks and recreation. The Recreation Department leads programming, community events, facility use coordination, and strategic planning. The Public Works Department maintains park assets and infrastructure. The Borough Administration manages budgeting, compliance, and interdepartmental alignment. The Sustainability Department integrates environmental responsibility and equity into Borough operations. In addition, several advisory commissions and active Friends Groups provide community leadership, advocacy, and volunteer support.

Organizational Readiness

Despite this strong foundation, the system is under-resourced. With only two full-time staff in the Recreation Department and no staff dedicated solely to park maintenance as functioning within Public Works, the Borough falls well below national benchmarks for municipalities of similar size. Project proposals from Friends Groups and stakeholders often go directly to Council without consistent staff evaluation, and smaller parks without advocacy groups receive less attention. Maintenance roles and responsibilities are shared, but not clearly delineated or tracked. There is no formal annual work plan or performance dashboard to guide priorities and track progress.

Organizational Vision

Where We Need to Be: To meet community expectations and realize the recommendations in this PROS Plan, West Chester Borough needs to:

- Expand staff capacity and clarify departmental roles.
- Implement a clear, collaborative project evaluation and decision-making process.
- Broaden and formalize community engagement across all neighborhoods.
- Leverage data and technology for transparency, maintenance, and accountability.
- Foster a system-wide culture of coordination, inclusion, and shared responsibility.

Recommended Organizational Structure:

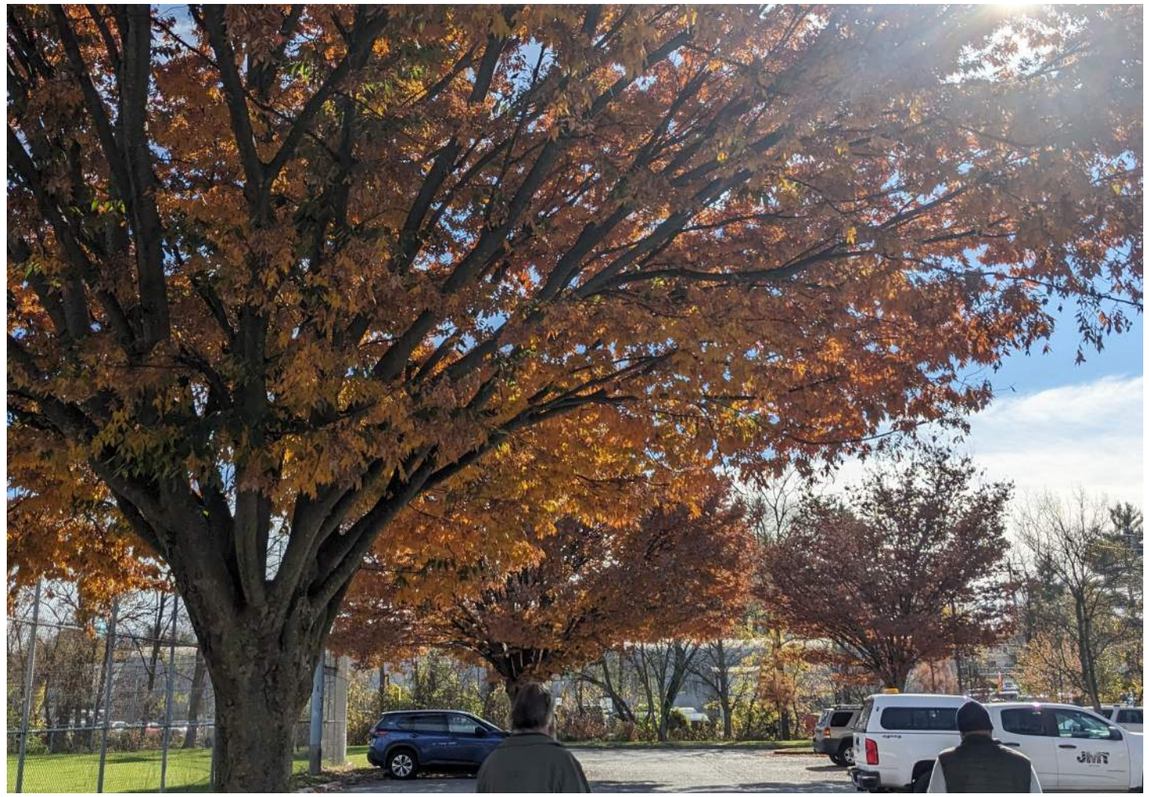
To support this vision, the following organizational refinements are recommended:

Recreation Department

- Director of Parks and Recreation (existing).
- Two full-time Program Coordinators (existing).
- Recreation Administrative Assistant (new).
- Community Engagement and Volunteer Coordinator (new).

Public Works Department

- Designate at least two FTEs for park-specific maintenance that includes natural resource management as well as traditional park maintenance tasks associated with active recreation facilities.
- Assign a Park Maintenance Crew Leader (new) to coordinate with Recreation and Sustainability.





Shared Support Roles

- GIS/Data and Asset Manager (shared with Sustainability or Planning)
- Grant and Capital Project Coordinator (shared with Borough Administration and the Sustainability Director now charged with grant responsibilities)

Recommendations

1.Establish and Adopt an Annual Parks and Recreation Work Program

- Develop annually with staff and stakeholder input .
- Align with PROS Plan, capital priorities, and community needs.
- Present to Council for endorsement prior to budget season.

2. Convene a Parks and Recreation Stakeholder Summit

- Host each late winter/early spring prior to budget development.
- Include Borough Council, advisory committees, Friends Groups, Public Works, Melton Center, and community partners.
- Identify shared priorities and generate input for the annual work program.

3. Expand Staffing and Clarify Roles



- Phase in new positions recommended above.
- Clearly define responsibilities for park programming, maintenance, and planning.
- Train Public Works staff in park-specific maintenance and natural resource care.

4. Establish and Implement a Project Review and Evaluation Framework

- Adopt standardized criteria for evaluating capital and Friends Group proposals. Refer to Table 1. Parks, Recreation, Open Space and Trails Project Selection Criteria for an example.
- Require coordination across departments and advisory review before reaching Council.
- Build transparency and ensure equitable resource distribution.

5. Strengthen Community Engagement and Volunteerism

- Develop a Borough-wide Friends Network for collaboration and shared training.
- Support Friends Groups with tools, outreach, and legacy planning.
- Expand outreach to neighborhoods and underserved communities.
- Create an annual appreciation program for all community-based organizations. Include ongoing appreciation for the work delivered by community-based organizations such as Friends Groups.

6. Modernize Technology and Data Management

- Invest in software and ongoing training and technical support for program registration, maintenance tracking, and community feedback.
- Use GIS to monitor park conditions, accessibility, and service gaps.
- Create public-facing dashboards for transparency and accountability.

7. Implement a Capital Planning and Prioritization System

- Use PROS Plan criteria to rank projects annually.
- Link capital investments to the work plan and budget cycle.
- Include trail connectivity, underserved parks, and resiliency as prioritization factors.



Table 1. Proposed Parks, Recreation, Open Space & Trails Project Selection Criteria

Criteria	Description	Score (0-5)	Weight (1-3)	Weighted Score
Alignment with PROS Plan Goals	Advances at least one core goal of the PROS Plan (access, equity, sustainability, inclusion, etc.)			
Community Need and Demand	Responds to documented need from surveys, engagement, or data (e.g., underserved group/area)			
Equity and Inclusion	Benefits underrepresented populations; includes ADA or inclusive features			
Geographic Distribution	Fills a gap in the park system; activates underutilized parks or underserved neighborhoods			
Partnership Potential	Leverages partners for funding, programming, or implementation			
Feasibility and Readiness	Is implementable within current budget, staffing, and timeline constraints			
Funding	Brings external funding or is in WCB CIP			
Project Sustainability	Includes a viable plan for long-term maintenance and stewardship			
Environmental Benefit and Resilience	Supports Borough sustainability goals or improves climate/environmental resilience			
Public Safety and Comfort	Improves lighting, circulation, accessibility, or user safety			
Potential for High Impact	Serves multiple user groups; enhances visibility or community identity			
Bonus				
Creativity & Innovation	Introduces creative solutions, pilot ideas, or scalable concepts			
Volunteer or in-Kind Commitment	Proposal includes confirmed volunteer hours or in-kind resources			
Time-Sensitive Opportunity	Leverages a rare funding or implementation window			
TOTAL				

Conclusion

Building the Future Today: West Chester Borough's future success depends on its ability to manage its park and recreation system with the same care and foresight that the community has shown in shaping this plan. With modest but strategic organizational investments, enhanced alignment across departments, and a renewed commitment to equity and accountability, the Borough can build a parks and recreation system that delivers on the promise of excellence—for every resident, in every neighborhood, every day.



Chapter 9
Investing in Our Community

Investing in Our Community



Overview: West Chester Borough's parks and recreation system is a source of pride, connection, and well-being—but it is also under pressure. With limited resources, the Recreation Department has delivered high-impact programs, enhanced community events, and initiated park improvements, often supported by grants and volunteer-driven fundraising. These accomplishments have deepened residents' appreciation and trust.

As community expectations evolve, infrastructure ages, and demand increases, the parks and recreation system is being asked to do more than ever before. At the same time, new development and redevelopment are bringing an influx of residents, revenue, and opportunities. Community members are calling for safe, well-maintained parks in every neighborhood, more year-round programming, and equitable access to facilities and services throughout the Borough.

To meet these expectations and prepare for the future, West Chester needs a proactive, transparent, and sustainable approach to parks and recreation financing. This chapter outlines a series of strategies designed to build fiscal resilience, strengthen partnerships, and ensure every dollar spent enhances community life.

Why Is This Important: Parks and recreation services are not luxuries—they are core components of a healthy, connected, and vibrant community. They enhance public health, provide safe places for play and gathering, contribute to environmental sustainability, and attract businesses and residents alike.

But these benefits depend on investment. Without stable, equitable funding, even the most creative plans cannot be implemented or sustained. In West Chester, the per capita operating investment in parks and recreation is below state and national benchmarks. Many capital needs remain unmet, and park maintenance is underfunded, particularly when labor costs borne by Public Works are not included.

Funding reflects community values. Transparent pricing, coordinated fundraising, and inclusive budget processes signal a shared commitment to fairness and accountability. A strong financial framework allows the Borough to:

- Expand access to quality recreation opportunities across all neighborhoods
- Maintain and upgrade parks equitably
- Support innovation and high standards in program delivery
- Leverage outside funding and community contributions effectively
- Build public confidence that parks and recreation are a wise investment

What We Heard

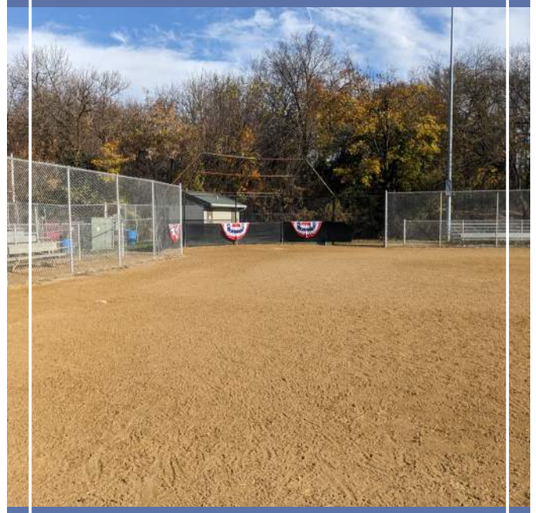
Throughout the PROS Plan process, community members expressed strong support for the Borough's Recreation Department. Residents frequently remarked on the high quality of events and programs, and many were surprised at how much the Department accomplishes with such limited funding.

At the same time, there was a clear and consistent call for greater investment. Residents want:

- **More year-round programming**, especially for children, teens, and families
- **Improved maintenance** in parks and public spaces
- **More equitable distribution of funding and attention** across all neighborhoods
- **Transparency** about how and why decisions are made

Supporting Parks and Recreation

In response to the question of willingness to financially support parks and recreation 95% of the survey respondents indicated that they would be willing to support additional funding ranging from $10-15 more per household to program fees, donations, and volunteering.



West Chester's parks and recreation system generates 36% of its budget from non-tax sources—well above national benchmarks.

Stakeholders also emphasized the importance of better coordination with Friends Groups and called for Borough support to strengthen their efforts. Suggestions included the creation of a **centralized parks foundation** or donor fund and the adoption of a **formal pricing policy** to ensure fees are fair, consistent, and aligned with public benefit.

Residents widely supported strategies to diversify funding sources—including grants, sponsorships, and recreation fees from new development—but want reassurance that these funds will be used equitably and strategically.

Recommendations

To ensure the long-term financial strength and equity of West Chester's parks and recreation system, the following strategies are recommended:

1. Develop a Five-Year Financial Strategy

Create a long-term financial plan for parks and recreation that:

- Projects revenues and expenses for both operations and capital improvements
- Identifies new sources of funding, including sponsorships, grants, and philanthropy
- Includes cost estimates for long-term maintenance and staffing
- Establishes benchmarks and goals for equity and access across the system

2. Implement the Formal Pricing Policy

Implement a transparent, consistent, and equity-based pricing model that:

- Revise if necessary and adjust it annually.
- Sets cost recovery targets by program type
- Ensures public benefit programs (e.g., community events) remain subsidized
- Establishes discounts or scholarships for those with financial need
- Reviews and adjusts fees annually, with clear communication to users

3. Create and Prioritize a Capital Improvement Program

Develop a five-year Capital Improvement Program (CIP) based on:

- Clear project prioritization criteria: safety, accessibility, equity, and readiness
- Anticipated developer contributions and external funding opportunities

> At $25.47 per resident, Borough investment in parks falls short of the state ($50) and national medians ($49.67).

- Annual updates to reflect changing needs and funding availability

4. Strengthen Partnerships with Friends Groups

Coordinate and support volunteer Friends Groups through:

- A "Council of Friends Groups" for communication and collaboration
- Standardized review processes for project proposals
- Shared tools for fundraising, grant applications, and technical assistance
- Public recognition and volunteer appreciation events

5. Reconstitute the Borough-Wide Parks Friends Group as a Council

As recommended in the PROS Plan organizational section, reframe this group as a coordinating hub that:

- Serves as a fiscal home for major donations and legacy gifts as part of the Park Friends Alliance
- Supports mini-grants for small neighborhood park projects
- Runs campaigns for system-wide improvements
- Builds public trust and attracts philanthropic support

> Parks and recreation receives just 2.1% of the Borough's operating budget. DCNR recommends 5%.

6. Diversify and Expand Revenue Streams

Enhance non-tax revenue by exploring:

- Expanded sponsorship and naming opportunities
- Concessions, vendor partnerships, and facility rentals
- Tiered cost recovery for commercial or revenue-generating events
- Pricing adjustments tied to market demand and community benefit

7. Pursue Grants and Matching Funds Strategically

Maximize external funding through:

- Ongoing grant readiness (e.g., shovel-ready designs, data tracking)
- Grant bundling or phasing to meet funding thresholds
- Collaboration with Friends Groups and nonprofits on smaller-scale grants
- Proactive engagement with DCNR, county, and philanthropic funders

8. Fully Implement the Mandatory Dedication of Parkland Ordinance

Strengthen enforcement and strategic use of the ordinance by:

- Ensuring all eligible developments contribute land or pay fees-in-lieu
- Aligning collected fees with identified park needs in the same service area
- Creating clear accounting and public reporting mechanisms
- Reviewing and updating the fee schedule regularly to reflect real costs

This tool ensures that development pays its fair share to meet recreation demand and supports park improvements where growth occurs.

9. Consider a ¼ of 1% Earned Income Tax for Open Space and Recreation

Explore placing a referendum on the ballot to dedicate a ¼% EIT to support:

- Trail development and connectivity
- Recreation facility construction and upgrades
- Long-term maintenance and restoration of parks
- Open space acquisition or protection

This voter-approved funding tool is allowed under Pennsylvania's Open Space Preservation Act and has been successfully implemented in other municipalities. It provides a stable, long-term revenue stream to meet growing recreation and environmental needs.

10. Measure Progress and Communicate Impact

Use benchmarking, data, and storytelling to:

- Track and report progress toward funding and access goals
- Justify resource requests and CIP priorities
- Build public awareness of financial needs and successes
- Foster continued community and Council support

A Call to Action: The residents of West Chester have made their priorities clear: they want a parks and recreation system that is equitable, well-maintained, and responsive to a growing and diverse community. They value the programs, events, and green spaces that bring people together and improve daily life.

With thoughtful financial planning, inclusive policies, and strong partnerships—including modernized ordinances and innovative revenue tools—the Borough can deliver on that vision. Now is the time to invest—not only in parks and programs, but in the quality of life that defines West Chester as a great place to live, work, and play.

Chapter 10
Implementation

Implementation Turning Vision Into Action



Overview: This **PROS Plan** presents a bold vision for West Chester Borough's future—where parks are welcoming to all, where walking and biking connect neighborhoods and downtown, and where programs, facilities, and green spaces support a vibrant and healthy community. Now the challenge is clear: make it happen.

Implementation requires more than a list of projects. It demands leadership, partnerships, funding, and a commitment to sustained action. This chapter outlines the tools, strategies, and steps West Chester Borough can use to translate the Six Big Moves into real and measurable progress.

Our Foundation: Values, Vision, and Mission: At the heart of West Chester's PROS Plan is a belief in the power of public spaces to shape daily life, strengthen communities, and reflect shared values. This plan is not just about parks—it's about people, place, and purpose.

West Chester is a borough with deep roots and bold aspirations. Its compact scale, walkable neighborhoods, and vibrant civic life offer a strong foundation for a park and recreation system that is inclusive, connected, and forward-looking. As we plan for the future, we begin with a clear understanding of why our parks matter and what they can help us achieve.

The following values, vision, and mission statements serve as a compass for all planning, decision-making, and investment. They define what we stand for, where we're headed, and how we will work together to get there. They guide not only this plan, but the day-to-day operations, programs, partnerships, and policies that will shape the future of parks and recreation in West Chester.

These foundational statements ensure that every action taken—whether it's planting a tree, designing a park improvement, or launching a community event—reflects the character, priorities, and spirit of West Chester Borough.

West Chester Borough Values for Parks and Recreation Planning and Management

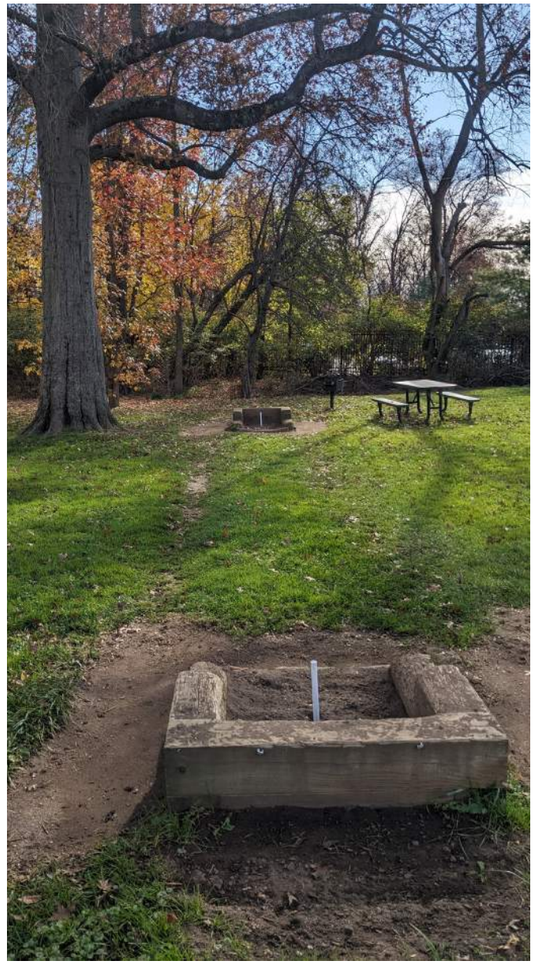
Equity: We commit to equitable access, investment, and inclusion. Every resident—regardless of age, income, race, gender, or ability—deserves safe, high-quality parks, trails, and recreation programs in their neighborhood. Equity guides how we prioritize improvements, allocate resources, and engage the community.

Stewardship: We are caretakers of the Borough's parks, natural resources, and historic landscapes. Our responsibility is to maintain and enhance these spaces with foresight and care—so they thrive for future generations. We support sustainable design, resilient infrastructure, and active community involvement.

Connection: We believe that public spaces should bring people together. Our parks, pathways, and programs help connect residents to each other, to nature, and to the vibrant life of the Borough. We strive to strengthen physical, social, and civic connections in every plan and project.

Excellence: We set a high bar for quality in design, operations, programming, and customer service. Our parks and recreation system should reflect the character, pride, and aspirations of West Chester. We invest in continuous improvement and professional leadership to deliver excellent results.

Transparency and Accountability: We value open, inclusive decision-making. Residents, staff, partners, and elected officials should all understand how and why park priorities are set. We will track progress, measure outcomes, and communicate clearly with the community to build trust and momentum.



Collaboration: We recognize that the best outcomes are built through partnership. From Friends Groups to regional agencies to everyday volunteers, collaboration helps us do more, serve more people, and reflect a broader range of voices and talents.

Vitality: Parks are essential to the health, happiness, and spirit of West Chester. They are places to move, celebrate, relax, and recharge. We embrace creativity, play, and wellness as core components of public life—and aim to provide year-round experiences that reflect the Borough's energy and diversity.

Vision Statement

A vibrant, inclusive parks and recreation system that enhances daily life, strengthens neighborhood connections, and fuels West Chester's economic vitality—attracting residents, supporting local businesses, and making the Borough a great place to live, work, and visit.

Mission Statement

To provide high-quality parks, public spaces, trails, and recreation programs that are safe, accessible, and inclusive for all. We serve the community by promoting health, strengthening social connection, honoring West Chester's history, and supporting economic vitality—through thoughtful planning, responsible stewardship, and meaningful partnerships.

Ready to Deliver

With the Borough's values, vision, and mission clearly defined, the next step is to focus on execution. Achieving this vision will require practical tools, clear priorities, dedicated staffing, and reliable funding. The Implementation Framework provides a roadmap for moving from ideas to outcomes—ensuring that decisions are guided by community goals and supported by the resources, partnerships, and systems needed to get the work done.

Implementation Framework:

1. Six Big Moves as the Roadmap

Each of the Six Big Moves defines a strategic direction. Together, they create a shared action agenda for the Borough, guiding decisions, budgets, partnerships, and work plans:

- PARKS FOR ALL: Invest in neighborhood parks with a focus on equity and quality.
- GO WEST CHESTER: Create safe, active connections by foot and bike.
- ACTIVE TOGETHER: Expand programs, events, and everyday activity opportunities.
- SUSTAINING WHAT WE LOVE: Improve maintenance, green infrastructure, and stewardship.
- A DEPARTMENT READY FOR THE FUTURE: Strengthen staffing, systems, and leadership.
- INVESTING IN OUR COMMUNITY: Establish stable and transparent funding strategies.

All recommendations from the plan align with one or more of these Big Moves, ensuring each action supports West Chester's broader goals.

2. Short-Term Wins and Long-Term Vision

Implementation should balance:

- Quick wins that build momentum and demonstrate early success.
- Medium-term priorities that require planning, coordination, and resource alignment.
- Long-term strategies that shape the system's future and require sustained leadership.

The Implementation Matrix identifies priority projects, timeframes, partners, and potential funding sources.

Leadership and Responsibility

Evolving Roles for the Borough:

The Borough must take a proactive leadership role. That includes:

- Establishing a Parks and Recreation Implementation Committee to coordinate across departments and partners.
- Designating Borough staff time or a new position to oversee implementation, including grant writing, project coordination, and progress tracking.
- Building management systems to evaluate park conditions, measure program performance, and track equity outcomes.

Partnerships That Drive Success:

Implementation depends on working with:

- Friends Groups for fundraising and volunteer mobilization, with clearer alignment to Borough priorities.
- West Chester BID (Business Improvement District) and the Chamber of Commerce for programming, special events, economic development, and tourism that benefits visitors and residents alike.
- Melton Center for expanded and new partnership roles for programming, the indoor recreation center and the park.
- Chester County for trail connections and open space coordination.
- Nonprofits and community organizations for stewardship, events, and youth engagement.
- West Chester University for collaboration on community programming, management and organization projects, and facilities and land use related to both university and borough needs.

Strategic Tips for West Chester Borough's Grantsmanship

Tactic	*Description*
1. Hire an external grant consultant or firm	1. On retainer or per-application basis to broaden capacity to support limitations in staff time and the range of grant opportunities
2. Use regional partners as leads	2. DVRPC, Chester County, West Chester University, West Chester Area School District, and potential nonprofits and foundations
3. Prepare a "grant-ready" project portfolio	3. Have cost estimates, basic concept plans, community support letters on file
4. Align with trending themes	4. Equity, climate resilience, public health, safety, green infrastructure

Funding and Phasing

Advancing a Diverse Funding Toolbox: West Chester should continue to draw on multiple funding sources, including:

- **Borough general funds** and dedicated capital budgets, phasing in adjustments to the percentage of borough operating funds for parks and recreation and increasing per capita investment in parks and recreation to approximate state, regional, and peer borough metrics. Consider adding or dedicating 0.05% to 0.25% (.0005 – .0025) slice of the EIT toward Open Space. For example, Uwchlan Township approved an extra 0.25% increase on the EIT to 1.25% total, with 75% earmarked for acquisition and 25% for maintenance.
- **Mandatory Dedication of Land Ordinance** updates to ensure fair developer contributions. Adopt a parkland standard of six acres per1,000 residents. These should reflect current market values of land with various zoning classification. Enforce the requirements of the land and or the fees. It is likely that most developments will be redevelopments that will result in the developer offering a fee in lieu of the dedication of parkland. Appendix B summarizes findings from the Mandatory Dedication Study prepared by Thomas Comitta Associates and recommends its adoption.
- **Grant programs from DCNR, DCED, DEP, Chester County, EPA, and others.** Consider retaining a team of grant experts in a wide variety of borough needs and potential funding sources.

Reframing Grantsmanship in West Chester Borough: Developing pragmatic, scalable strategies with limited in-house staff is key to access for competitive grant funding, especially for parks, recreation, trails, and green infrastructure. Focusing on practical steps to build internal readiness, reframe project opportunities, and pursue strategic partnerships and funding streams in a changing federal funding landscape is challenging and probably will require outside assistance. This would be an investment, not a coat.

1. Build a Cross-Functional Grants Team

Challenge: One grant writer (e.g., the Sustainability Director) cannot meet the demands or specialized needs of parks and recreation projects or the range of all the Borough's project funding needs.

Action Steps:

- Form an internal grant working group with representatives from: Parks & Recreation, Public Works, Borough Management, Finance, and Friends Group representatives.
- Continue to designate the Sustainability Director as the part-time Grants Coordinator for Parks & Recreation with support from the Parks & Recreation Department team.
- Provide staff with basic grant training (e.g., NRPA grant webinars, WeConservePA trainings, Grant Writing USA workshops).

2. Align Projects with Broader Grant Themes

Many relevant grants do not say "parks" but still support park and recreation goals. Reframe projects to align with cross-sectoral priorities.

3. Develop "Grant-Ready" Projects

Challenge: Many deadlines come quickly with little notice. Having "shovel ready" fully developed projects when funding becomes available can win grants.

Reframed Focus Area	Relevant Grant Sources
Climate Resilience & Greening	FEMA BRIC, EPA Environmental Justice, USDA Urban Forestry, IRA-funded state climate programs
Public Health & Equity	CDC REACH, Robert Wood Johnson Foundation
Active Transportation	DOT Safe Streets for All (SS4A), TAP, RAISE, CMAQ
Workforce Development	DOL YouthBuild, AmeriCorps NCCC,
Cultural Heritage & Placemaking	NEA Our Town, National Endowment for the Humanities, PA Council on the Arts

Action Steps:

- Create a Project Pipeline Database. Include the project name and location; rough scope, budget and timeline; community benefit statement; design/ engineering status (conceptual, schematic, bid-ready)
- Prepare reusable templates with a standard project narrative; community profile with equity data; and letters of support from partners and officials
- Identify which projects require permits, site control, or environmental clearance.

4. Leverage Regional and Inter-Municipal Partnerships

Action Steps:

- Collaborate with Chester County, DVRPC, neighboring municipalities such as on the 250th Anniversary and recreation programs, West Chester University, West Chester Area School District, Chester County Hospital, and others
- Use partners as fiscal agents or co-applicants for complex grants.
- Prioritize regional trail, conservation, and green infrastructure initiatives that meet goals of West Chester Borough, Chester County, DVRPC and other regional initiatives.

5. Set Up Grants, Alerts, and Match Services

Use these tools to stay ahead of deadlines:

- Federal - Grants.gov and SAM.gov
- State & Local (PA) - PA DCED Single Application Portal; PA DCNR Grants page; PA GreenGov Council
- Match & Tracking Tools - Instrumentl
- Foundation Directory Online
- Professional Associations - NRPA, APA, WeConservePA, Rails-to-Trails Conservancy (newsletters + technical assistance)

6. Tap Private and Nonprofit Funding Sources

Expand beyond government grants:

- Corporate Giving Programs - PECO, Aqua, Comcast, Disney, banks, and healthcare systems often offer community grants
- Community Foundations - Chester County Community Foundation
- Hospital Wellness/Health Equity Initiatives - Possible funders for fitness zones, ADA trails, nature therapy programs
- Partnership investments from institutions and nonprofits.
- Volunteer and in-kind resources to support stewardship and maintenance.

Phasing Actions Over Time: To make steady progress, actions can be phased by:

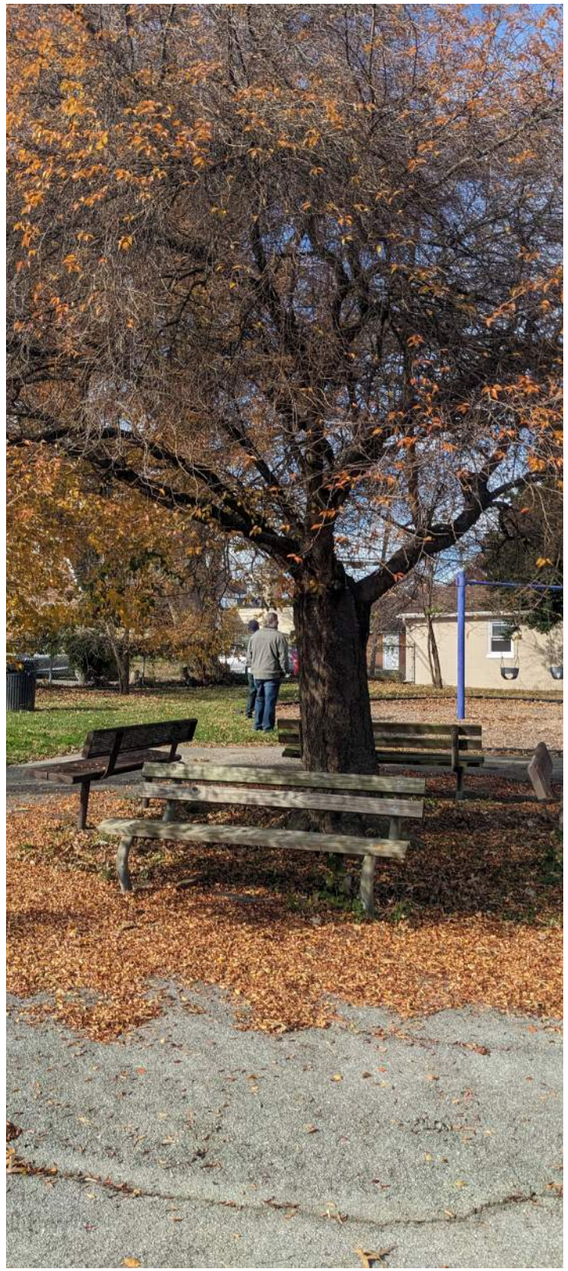
- Ongoing tasks (e.g., forming the Implementation Committee).
- Near-term (1–2 years): Plan park upgrades, pilot programs, and adopt funding updates.
- Mid-term (3–5 years): Implement trail links, expand programming, and grow department capacity.
- Long-term (5+ years): Secure large-scale funding, complete signature projects, and fully realize the Six Big Moves.

Tracking Progress and Adapting: A successful plan is a living document. West Chester should:

- Annually review and update the Implementation Matrix. The review should be conducted prior to budget discussions. It should evaluate PROS Implementation progress along with the changing needs and emerging opportunities in West Chester Borough.
- Publish a short Annual Parks and Recreation Report to share accomplishments, highlight new priorities, and build accountability. Include testimonials, benefits and outcomes not just budget and output.
- Use data and public input to guide adjustments and stay responsive to community needs.

Moving Forward

This Plan is ambitious because West Chester is ambitious. Its residents value their parks, their neighborhoods, and each other. By embracing this implementation strategy—with leadership, investment, and collaboration—West Chester can build a more connected, inclusive, and thriving future.



Parks for All– Invest in system-wide upgrades including modernized facilities, improved accessibility, enhanced landscaping, and expanded amenities to ensure all parks meet community needs now and in the future.			
Short Range – 2026-2027			
Action Step	Costs	Resources	Responsibilities
Develop a Master plan for, and redevelop, John O. Green Park	Grant Funding and Match, Funds raised via Friends Groups	Borough support, Community Input, Friends of John O. Green Park, Friends of West Chester Parks	Park & Recreation Department, BID, Chamber of Commerce and other community volunteers
Develop a Master plan for, and develop, Horace Pippin Park	Grant Funding and Match, Funds raised via Friends Groups	Borough support, Community Input, Friends of Horace Pippin Park, Friends of West Chester Parks	Park & Recreation Board, Parks and Recreation Department, Friends of Horace Pippin Park, and other community volunteers
Develop a Master plan for Hoopes Park, focusing on a new playground, tot lot, loop trail, and amenities such as plazas, bathrooms, and parking improvements.	Grant Funding and Match, Funds raised via Friends Groups	Borough support, Community Input, Friends of Hoopes Park, Friends of West Chester Parks	Park & Recreation Board and Borough staff with support from community-based organizations and people
Benefits	John O. Green is West Chester's one, true downtown park; improvements will help make it a community anchor. Similar Hoopes Park is the Borough's only truly community park-scale park and needs improvements so that it may act as such. Horace Pippin Park currently lacks clear direction or use and needs a master plan to help define its role in the community.		
Medium Range - 2028 - 2033			
Action Step	Costs	Resources	Responsibilities
Develop a Master plan for Mosteller Park, including a connection to Greenfield along the creek.	Grant Funding and Match, Funds raised via Friends Groups	Borough support, Community Input, Friends of Mosteller Park, Friends of West Chester Parks	Parks & Recreation Staff with support and guidance from Council, Park & Recreation Board and Borough Management, Friends Groups
Explore vacant and unused properties to expand total park acreage and fulfill unmet community needs, such as a skate-spot.	Grant Funding and Match	Borough Support, Community Input	Parks & Recreation Department, Parks & Recreation Board

Explore flood-prone parcels along Goose Creek to help alleviate stormwater concerns and provide a wetland park experience; something the Borough does not currently have.	Existing software	Staff time	Parks & Recreation Staff, Parks & Recreation Board
Benefits	Expand the Borough's total park acreage while providing new, unique park experiences that fulfill unmet community needs.		
Long Range – 2034-2036+			
Action Step	Costs	Resources	Responsibilities
Explore underutilized, Borough-owned, surface parking lots as outlined in the 2018 Comprehensive Parking Plan. Applicable if and when the Borough constructs a parking garage, rendering these lots useless and available as park land.	TBD	TBD	Parks & Recreation Staff, Parks & Recreation Board
Stay vigilant of large land holdings within the area, such as golf courses strip malls, or big box stores, that become available and transition them to park land.	Parks & Recreation Department Staff Time	Parks & Recreation Department Staff, Volunteer Time, Parks & Recreation Department Board	Parks & Recreation Department Staff, Parks & Recreation Board
Benefits	Expanding the Borough's total park land to meet current and projected demand requires out of the box thinking. These explore long-range solutions that have been successful for other communities to achieve this goal.		

Go West Chester – Create a walkable, bike-friendly borough where safe, active connections link neighborhoods, parks, downtown life, and the regional trail system.			
Short Range – 2026-2027			
Action Step	Costs	Resources	Responsibilities
Explore the Turk's Head Trail as a safe, off-road option for bicyclists, pedestrians, and West Chester University Students to commute and recreate safely via active transportation.	Grant Funding and Match, Funds raised via Friends Groups	Borough support, Community Input, Friends of West Chester Parks, Turk's Head Trail Committee	Park & Recreation Department, BID, Chamber of Commerce and other community volunteers

Utilize findings from Bicycle Focus Group to create major north-south and east-west bicycle-friendly routes through the Borough.	Grant Funding and Match, Funds raised via Friends Groups	Borough support, Community Input, Friends of West Chester Parks	Park & Recreation Board, Parks and Recreation Department, and other community volunteers
Expand Bicycle Parking downtown and in all West Chester Borough parks.	Grant Funding and Match, Funds raised via Friends Groups, Funds raised via BID	Borough support, Friends Groups, Central Business District	Park & Recreation Board and Borough staff with support from Friends Groups and BID
Benefits	People will only commute and recreate via bicycle if they have a safe space to leave it! Providing parking in key, desirable areas and along safe routes will encourage active transportation.		
Medium Range - 2028 - 2033			
Action Step	Costs	Resources	Responsibilities
Utilize past-plans and Strava data to identify other bicycle routes through the Borough and develop them as safe streets	TBD	Borough support, Community Input, 2014 Bicycle and Pedestrian Connectivity Plan	Parks & Recreation Staff with support and guidance from Council, Park & Recreation Board and Borough Management
Benefits	Expand the Borough's total park acreage while providing new, unique park experiences that fulfill unmet community needs.		
Long Range – 2034-2036+			
Action Step	Costs	Resources	Responsibilities
Explore Regional Trail Connections as highlighted in past County Plans.	TBD	TBD	Parks & Recreation Staff, Parks & Recreation Board
Benefits	Regional connections allow residents to expand their recreation opportunities and bring visitors to the Borough - all without additional parking stress.		

Active Together – Strengthen and refine recreation programs through partnerships and targeted initiatives that reflect the diverse interests, abilities, ages, and cultures of the community.			
Short Range – 2026-2027			
Action Step	Costs	Resources	Responsibilities
Continue to advance special events	Cost Recovery of 36%, higher than national rate of 26%	Borough support, sponsorships, fees & charges	Park & Recreation Department, BID, Chamber of Commerce and other community volunteers
Create program plan for 2026 and 2027	Staff time	Partnerships	Park & Recreation Board, Partners and Staff
Plan for small events in parks where programs are not typically held.	Staff and volunteer time	Staff, neighborhood partners, Park Friends	Park & Recreation Board and Borough staff with support from community-based organizations and people
Coordinate with Melton Center on how to advance programming for all	Staff time from Parks & Recreation dept and the Melton Center	Staff, Melton Board, Parks & Recreation Board	Park & Recreation Department & Melton Center Staff
Update and implement Price Policy.	Staff time	Cost recovery increases	Policy needs to be adhered to and implemented. Support from Borough Management and Council needed.
Benefits	Builds community, guides programming, boosts awareness, leverages volunteers, provides potential expanded partnership for better public services.		
Medium Range - 2028 - 2033			
Action Step	Costs	Resources	Responsibilities
Explore how to expand youth recreation programs and implement where feasible. Make the case for why this is needed.	Fee supported with sliding scale	Borough Staff and community-based partners	Parks & Recreation Staff with support and guidance from Council, Park & Recreation Board and Borough Management
Involve WCU more as a partner	Partnership on staffing and facilities	WCU and Borough support in partnership	Parks & Recreation Director, Borough Manager
Implement tracking and evaluation system to document benefits of programs, testimonials	Existing software	Staff time and training to plan, develop and present programming outcomes & benefits	Parks & Recreation Staff
Work on creating brand and awareness of WCB's recreation services	TBD	Potential contractor, BID, Chamber, or WCU Support	Parks & Recreation Director and Program Coordinator
Create program plan for 2028 – 2033 annually	Staff time	Community based partners	Recreation Program Coordinator
Expand programming with Melton Center	Staff time in Parks & Recreation and the Melton Center	Indoor facilities and park at Melton	Park & Recreation Committee, volunteers, potential Recreation Director
Benefits	Potential new multi-municipal partnership for better public services at lower cost.		
Long Range – 2034-2036+			
Action Step	Costs	Resources	Responsibilities
Explore potential for indoor recreation facilities	TBD	TBD	Parks & Recreation Director, Parks & Recreation Board, Melton Center, support from Council and Borough Management
Assess participation and community feedback regularly, adjust programs accordingly, and continue pursuing sustainable staffing and funding models through partnerships and grants.	Staff and volunteer time	Annually	Parks & Recreation Department Staff
Benefits	Supports sustainable, cost-shared recreation services and strengthens municipal and community-based organizations in collaboration, builds public support, targets efficient use of resources.		

Borough Ready for the Future – Achieving excellence in public service through strengthened management, sustainable financing, and high-quality maintenance.			
Short Range – 2026-2027			
Action Step	Costs	Resources	Responsibilities
Establish an annual work program for parks and recreation including park projects	Staff time	Borough Manager & Council support	Park & Recreation Director and Program Coordinator
Plan and Convene a Parks & Recreation Stakeholder Summit	Funds for food, materials. Potential RecTAP grant, for facilitation, no match required.	Borough support	Park & Recreation Board, Partners and Staff
Consider retaining a facilitator for planning and implementing the Summit if deemed advantageous	Parks & Recreation Department planning with participation by key stakeholders such as Park Friends groups, Melton Center leagues, and other community-based groups.	Staff, neighborhood partners, Park Friends	Park & Recreation Board and Borough staff with support from community-based organizations and people
Establish and adopt Project Review process with criteria	Staff time.	Borough resources	Parks & Recreation Department Director with collaborative established for this purpose with key stakeholders. Council support needed for implementation, review, adoption and approval of projects.
Support and strengthen friends groups aligned with PROS Plan, park improvements and Friends' Groups support	Staff and volunteer time. Council support	Borough and Friends Groups	Establish council of friends groups to facilitate collaboration
Develop a "State of Parks, Recreation & Open Space Report"	Staff and Volunteer Time	Borough Administration	Recreation Program Coordinator with Parks & Recreation Committee as potential project lead
Benefits	An effectively organized and professionally managed parks and recreation system delivers high-quality services that enhance community well-being, support public health, and strengthen local economies. Strong leadership, clear roles, and efficient operations ensure that resources are used wisely, partnerships thrive, and every resident has access to safe, welcoming, and well-maintained parks and programs.		

Medium Range - 2028 - 2033			
Action Step	Costs	Resources	Responsibilities
Annually, Plan and Convene a Parks & Recreation Stakeholder Summit building upon the first one	Funds for food, materials	Borough support	Parks & Recreation Department planning with participation by key stakeholders such as Park Friends groups, Melton Center leagues, and other community-based groups.
Expand staffing and clarify roles	Staff time with additional salaries TBD	Borough	Borough Manager, Parks & Recreation Director, Public works Director
Implement Training Plan for Staff and Volunteers	1-2% of park and recreation budget	PRPS, NRPA for low-cost training	Parks & Recreation Department Director with staff support from related departments
Implement recommendations to increase recreation programs with management support	Grant Funding for staff	Director's salary on sliding scale over four years	Multi- municipal partners shared cost for benefits
Continue to strengthen the Melton Center partnerships	Staff time from Borough and Melton center	Borough & Melton Center staff, programs and facilities	Parks & Recreation Director, Melton Center Director and Board
Expand volunteerism and stewardship	TBD	Consider part-time staff for volunteerism coordination	Investment in staff time should bring a return on investment through increased volunteerism that now has a value of $33 per hour
Create program plan for 2028 – 2033 annually	Volunteer and staff time	Potential multi-municipal Recreation Director	Parks & Recreation Director, Program Coordinator
Broaden and formalize outreach and communication channels	Current advertising budget of $21,000 adjusted for COL	Borough and partners	Borough Manager or designated staff
Create Park Maintenance Standards Manual	Staff time, Peer grant of $18,000 with match of $1,800	PRPS, PA DCNR, Park Maintenance Institute have sample manuals.	Highway Department
Benefits	Over time, effective parks and recreation management builds greater public awareness, trust, and support by consistently delivering visible results and meaningful experiences. As community engagement grows and the value of parks becomes more widely recognized, it becomes easier to secure funding, forge partnerships, and expand services that reflect evolving community needs.		

Long Range – 2034-2036+			
Action Step	Costs	Resources	Responsibilities
Continue to implement an organized Capital Improvement Program based on project review and approval process	TBD	Borough funds, grant funds, private fundraising, Friends Groups	Parks & Recreation and Public Works Directors
Establish a dedicated Green Crew in park maintenance with specialized training in natural resource management	TBD based on staffing	Borough resources, training programs, professional associations (PRPS, NRPA)	Parks & Recreation Director and Public Works Director
Update the PROS Plan to guide the next decade	$20,000–$40,000 (consultant fees)	DCNR grant funding, Borough match	Borough Council, Borough Manager, Park & Recreation Director and Board
Implement asset management system for parks and facilities	$10,000–$25,000 (initial setup)	Software solutions, grants, Borough funding	Public Works in partnership with Parks & Recreation
Benefits	Implementing a long-range action plan ensures that parks and recreation investments are guided by a clear, community-driven vision, allowing resources to be allocated strategically over time. This forward-thinking approach promotes continuity, maximizes impact, and builds momentum—resulting in lasting improvements to quality of life, economic vitality, and environmental sustainability		



Chapter 11

Moving Forward Together

Moving Forward Together



Overview: West Chester's Park, Recreation, and Open Space Plan is more than a document: it is a shared vision for a more vibrant, connected, and healthy community. It reflects the voices of hundreds of residents, the dedication of local partners, and the Borough's commitment to investing in public spaces and services that matter.

The implementation chapter lays out the roadmap; from park improvements and trail connections to programming, organizational readiness and creative financing. But plans alone do not build parks, programs, or community trust. Success will depend on consistent follow-through, continued collaboration, and a willingness to adapt as conditions change and new opportunities arise.

Sustained Public Involvement: The energy and ideas that shaped this plan must continue long after its adoption. Whether through advisory committees, Friends Groups, surveys, or neighborhood and community-based organizational outreach, public input should remain central to decision-making. Ongoing engagement ensures accountability, responsiveness, and a deeper sense of shared ownership.

Equity must be a guiding principle in how public involvement is sustained. Currently, parks in more affluent neighborhoods—often supported by active Friends Groups and influential advocates—benefit from better facilities and regular programming, while parks in historically underserved areas receive fewer resources and host fewer events. This imbalance must be addressed. Sustained outreach and intentional investment in marginalized neighborhoods will help ensure that every resident, regardless of where they live, has access to safe, vibrant parks, high-quality facilities, and meaningful recreation opportunities. Every park matters and every neighborhood deserves to be part of West Chester's shared success.

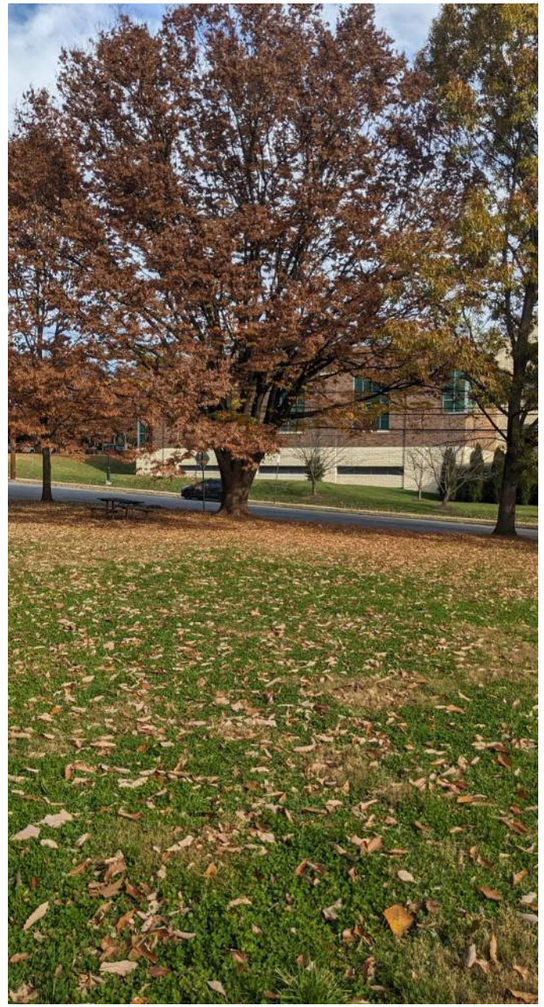
To help achieve this, the creation of a Park Friends Alliance is recommended. This council will act as a collaborative consortium, bringing together Friends Groups across the Borough to share resources, expertise, and advocacy strategies. It is not an umbrella organization making top-down decisions, but rather a facilitative body that supports peer learning, mutual support, and alignment around the shared vision of "Parks for All." By working cooperatively rather than competitively, the Park Friends Alliance can help ensure that the energy and passion of local volunteers benefit the entire system, especially the parks and neighborhoods that need it most.

Strengthening and Expanding Partnerships: Partnerships have always been part of West Chester's story and they are now more important than ever. From regional agencies and nonprofits to BID, Chamber of Commerce, and civic groups, collaboration allows the Borough to leverage expertise, extend capacity, and accomplish more together than any single entity could alone. A Park Friends Alliance and a broader culture of coordination will help unite individual efforts around common goals.

Growing Financial Capacity: No great parks and recreation system is built without investment. West Chester must continue to pursue creative, stable, and diversified funding strategies; whether through grants, local revenue tools, sponsorships, or regional initiatives. Building a dedicated team of staff and potential outside experts to seek and manage funding, especially through grants, will allow the Borough to seize opportunities and turn ideas into reality.

Looking Ahead with Optimism and Purpose: Change won't happen all at once, but the direction is clear. With this plan as a guide, West Chester is poised to create a parks and recreation system that is inclusive, resilient, and future-ready. A system where every resident can enjoy a safe walk or bike ride to a nearby park, participate in meaningful programs, and feel proud of the public spaces that define their community.

By staying focused, working together, and keeping community at the center, West Chester can move forward—not just with a plan, but with purpose.



Part 2

The Foundation

A reference with the data, analysis, and resources that support the plan.



Chapter 12
Park Assessment

Park Assessments Parks for the Future



Overview: Within West Chester Borough's 1.8 square miles there are 12 total parks totaling 43.80 acres. All of the parks are owned by the borough and many have active Friends Groups that are their enthusiastic stewards and benefactors. As there has not been a new Park, Recreation, and Open Space Plan completed since 1992 with a supplement in the 2018 Borough Comprehensive Plan, it is important to provide new direction for each of the borough's parks and maximize their potential.

Inventory and Analysis: The consultant team visited each of the 12 parks to determine their strengths, weaknesses, and role within West Chester Borough. This was coupled with thorough desktop analysis, community engagement, and regular study committee meetings to form initial recommendations for each park and West Chester's parks, recreation, and open space system as a whole.

These factors are detailed on the following pages. The Borough of West Chester is a dynamic, impassioned community and any recommendations must be as well. This analysis is park-specific and meant to provide context for the recommendations that follow.

The Melton Center: Established in 1914, the Melton Center was intended as a community center to serve the "unmet needs of citizens who were traditionally marginalized and disenfranchised". Today it still proudly serves much of the West Chester community hosting family gatherings, summer camps, and a popular summer basketball league.

A robust neighborhood park is a part of the center and features basketball courts, a playground, and community garden. While it is not owned or managed by the Borough, it is open to and utilized by the public and, as such, was included in the park inventory completed by the consultant team. Further partnerships with the Melton Center surrounding this space should be pursued as they may be beneficial to both.

Friends Groups: Friends Groups are independent, community organizations within the Borough that represent, advocate for, and steward individual parks. The consultant team noted which parks had Friends Groups as part of the initial inventory due to a positive correlation between maintenance, use, and the presence of a Friends Group.

Park Classification: In the planning process parks are often classified by their relative size and the areas they serve. West Chester is largely a patchwork of what is commonly referred to as Neighborhood Parks, or those parks that are anywhere from 0.5 to 2 acres in total size and primarily serve their immediate surrounding neighborhoods.

On size alone, there are no true Community parks within West Chester, or parks 25 acres and above. Instead, three parks commonly referred to as "the big three" serve a similar role. These three parks, Marshall Square Park, Everhart Park, and Hoopes Park, meet the requirements for serving a minimum 2-mile radius service area while acting as central hubs for gathering, events, and general recreation.



Figure 1: An image of the Melton Center community gardens.

Schedule of West Chester Borough Park Standards

PARK TYPE	ACRES PER 1,000 POPULATION	SERVICE AREA
Community Park	8+ Acres	2-mile radius
Neighborhood Park	1 to 2 Acres	1/2 mile radius
Mini Park	1/2 to 1 Acre	1/4 mile radius

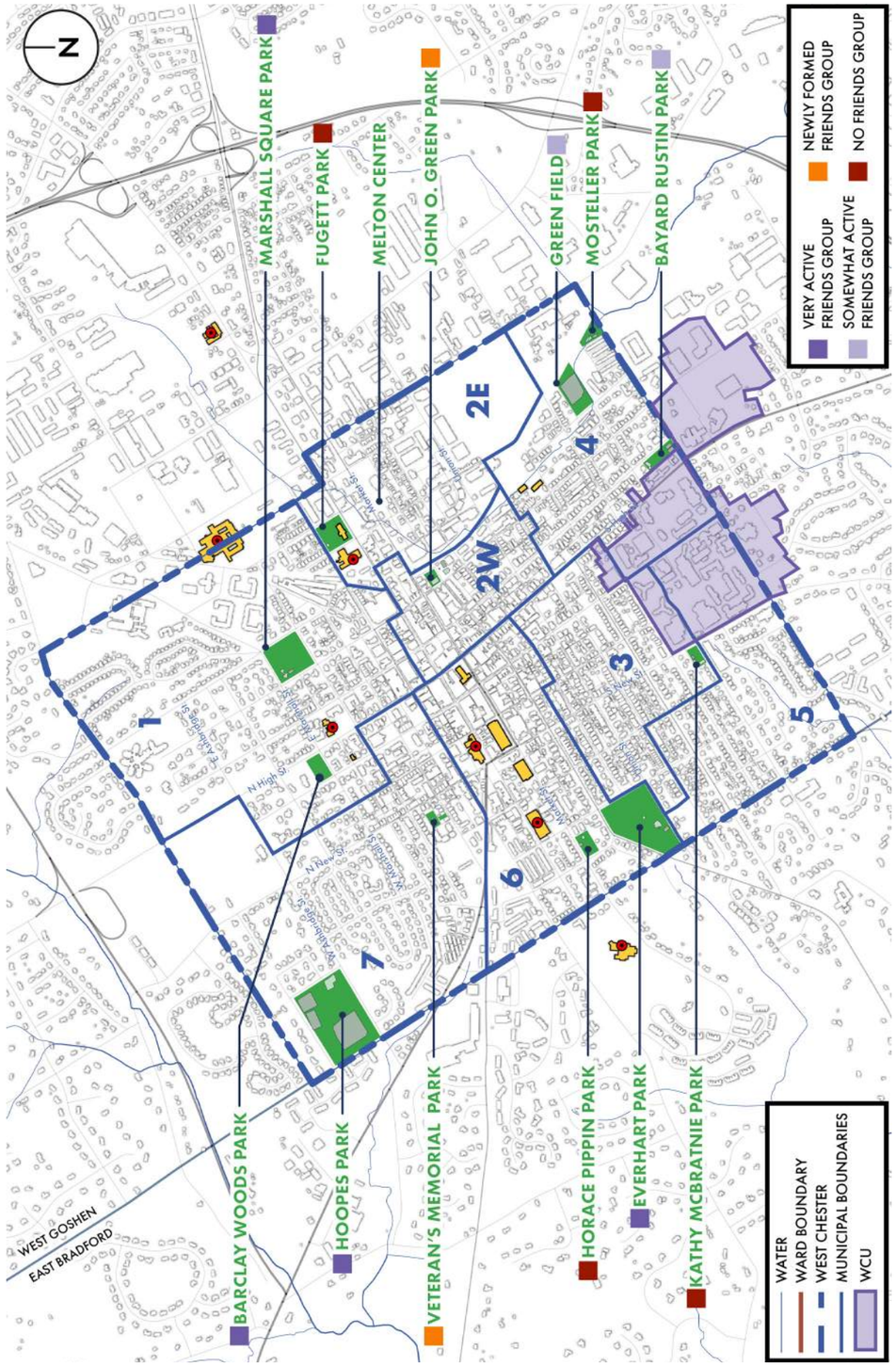
Figure 2: A table explaining the breakdown of parks by size and service area as defined by West Chester Borough.

Park Facilities and Classifications

PARK NAME	ACRES	BASEBALL DIAMONDS	BASKETBALL COURTS	TENNIS COURTS	PLAY SPACE	PAVILION	CONCESSION STAND	TABLE SEATING	BENCH SEATING	BATHROOMS	WATER FOUNTAIN	FRIENDS GROUP	NOTES	PARK DESIGNATION
WARD 1 - 6.38 TOTAL ACRES - 2 PARK(S)														
Marshall Square Park	5		X		X			X	X	X	X	Very Active	Gazebo, Specimen Trees	Community Park
Barclay Woods Park	1.38											Active	Specimen Trees	Neighborhood Park
WARD 2E - 2.50 TOTAL ACRES - 2 PARK(S)														
Fugett Park	2.50				X			X	X			None	Named for Notable Activist	Neighborhood Park
Melton Center*													Maintained by Melton Center, named for Notable Activist	Neighborhood Park
WARD 2W - 1.90 ACRES - 1 PARK(S)														
John O. Green Park	1.90		X		X	X		X	X		X	Newly Formed	Splash Pad, Climbing Wall, Named for former Police Chief	Neighborhood Park
WARD 3 - 0.80 TOTAL ACRES - 1 PARK(S)														
Kathy McBratnie Park	0.80		X		X							No Friends Group	Named for former Parks and Recreation Director	Mini Park
WARD 4 - 4.16 TOTAL ACRES - 3 PARK(S)														
Bayard Rustin Park	1.90		X		X			X	X		X	Somewhat Active	Historic structure, named for Notable Activist	Neighborhood Park
Green Field	0.93	X					X	X		X		Somewhat Active	Multi-Purpose Field, Stream Access	Mini Park
Mosteller Park	1.33		X		X			X				No Friends Group	Stream Access	Neighborhood Park
WARD 5 - 0 TOTAL ACRES - 0 PARK(S)														
WARD 6 - 11.41 TOTAL ACRES - 2 PARK(S)														
Everhart Park	10.20		X		X	X			X	X	X	Very Active	Gazebo, Specimen Trees, Stream, Accessible Playground	Community Park
Horace Pippin Park	1.21		X		X							No Friends Group	Named for Notable Painter and Artist	Neighborhood Park
WARD 7 - 16.71 ACRES - 2 PARK(S)														
Hoopes Park	16.20	X		X	X	X		X	X	X		Very Active	Home to adult baseball league active since 1950s, Pickleball	Community Park
Veteran's Memorial Park	0.51				X	X		X				Newly Formed		Mini Park

*Privately owned and operated but open to, and utilized by, the public.

Park Locations



The Park Score System: As part of the engagement process the consultant team asked the Study Committee to travel to each of West Chester's parks and assign it a score from one-to-five in four categories: Accessibility, Sociability, Comfort, and Uses.

These scores were then averaged to determine an overarching Park Score for each of the borough's parks. This score, along with input from West Chester Parks and Recreation, was then used to determine which parks needed the most immediate intervention. The end goal is to have each park's total Park Score as a 4-or-above. These criteria were adapted from the Project for Public Spaces Successful Public Space Criteria.

Identity and Recommendations: Parks, like people, each have their own unique identity. Through compiling what we heard from the community, the survey, and the Study Committee, the consultant team prepared a page of precedent imagery and a distinctive subtitle for each park. Both are intended to get to the core of park, identifying what makes it so singular and special within the Borough.

These recommendations build on the core Park Score areas and comments received alongside them. While individual master plans for each park will still be required, each recommendation is meant as a sort of starting pistol, creating actionable ideas that local communities and Friends Groups can rally around and move towards executing.

At the request of West Chester Borough Parks and Recreation and supported by findings concurrent with the Study Committee, two parks were identified as needing preliminary, ideated plans. As such, John O. Green, Hoopes, and Mosteller Parks have a third park page with rudimentary, rendered suggestions. As with the precedent imagery it is important to note that these are not official construction documents and will require a sealed, master plan and appropriate documentation to make happen.

Park Score Component Parts

Accessibility

- Is the park accessible to people of all abilities and ages?
- Is the park accessible by foot and by bike? For a family with a stroller?

Sociability

- Is the park welcoming? Is there a diverse group of people that uses it?
- Do you see yourself bringing family or friends?

Comfort

- Are you comfortable here?
- Are there enough places to sit, rest, etc?
- Is there enough shade? Amenities?

Use

- Is the parks function clear?
- Are there programs or amenities you would utilize?

Barclay Woods Park

A QUIET ARBORETUM

50 N Forney Avenue

1.38 Acres

Ward 1

OVERALL PARK SCORE: 2.46

ACCESSIBILITY
2.60

SOCIABILITY
2.13

COMFORT
4.05

USES
1.38

OBSERVATIONS

Barclay Woods is a small park with a number of well-kept specimen trees throughout. Its grounds are not extravagant and do not have a playspace, but are extremely well maintained and make a pleasant spot to picnic, relax, or meditate underneath the shaded canopy.

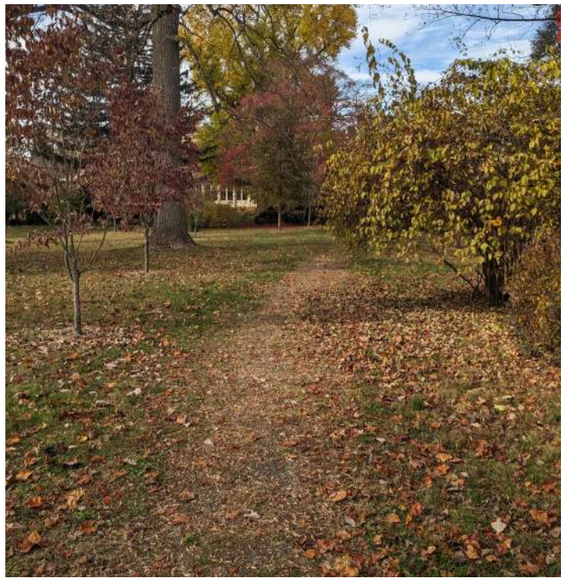
CURRENT FEATURES

- Specimen Trees

RECOMMENDATIONS

- Formalize Existing Pathway and Add Walking Path.
- Benches and/or Places to Sit.
- Highlight as quiet, meditative space.
- Emphasize Specimen Trees.
- Preserve Historic Gateway.
- Consider designation as a small arboretum.







Barclay Woods Park

PRECEDENT IMAGES

50 N Forney Avenue

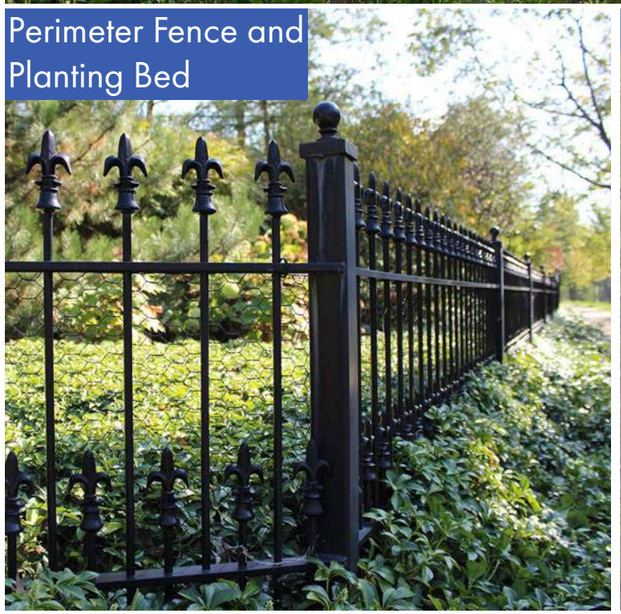
1.38 Acres

Ward 1

Sculptural Installations



Perimeter Fence and Planting Bed



Interpretive Signage



Improved Main Entry



Improve Tree Plaques



Movable Seating



Fugett Park

THE MUNICIPAL PARK | 401 E. Gay St. | 2.5 Acres | Ward 1

OVERALL PARK SCORE: 3.22

ACCESSIBILITY
3.87

SOCIABILITY
2.63

COMFORT
4.78

USES
2.14

OBSERVATIONS

Fugett Park is a small, linear park located directly in front of West Chester Borough Hall. Its location is slightly awkward and not conducive to major improvements. Similarly, the playground that adorns one end of the park is recently updated and well-maintained, as are the picnic tables on the opposite end of the park. Events would be difficult to host here due to its location, size, and shape, and amenities such as walking trails would not fit either. The park is separated from Borough Hall by the parking area and functions as two, spaces.

CURRENT FEATURES

- Picnic Tables
- Playground

RECOMMENDATIONS

- Design linkages to create a cohesive municipal campus that serves multiple uses.
- Plaza space for employees to eat lunch or take a break.
- Low-rise landscaping open to the Municipal Building.
- Ample seating: picnic tables, benches, and seat walls.







Fugett Park

PRECEDENT IMAGES | 401 E. Gay St. | 2.5 Acres | Ward 1

Unique Paving and Ground Treatment



Game Tables



New Benches



Plaza with Raised Lawn and Seating



Improved Park Entrance



Accessible Table



Marshall Square Park

THE TOWN SQUARE | 200 E. Marshall St. | 5.0 Acres | Ward 1

OVERALL PARK SCORE: 3.90

ACCESSIBILITY
3.80

SOCIABILITY
3.40

COMFORT
4.70

USES
3.90

OBSERVATIONS

Marshall Square Park is another of West Chester Borough's "big three" parks. With ample room and ornate, well-preserved decorations, it is an attractive park with an active friends group. Several events, such as the summer concert series and Santa in the Square, are hosted within the park. Recently updated playgrounds and well-maintained walking paths additionally add to Marshall Square Park's overall attractive qualities.

CURRENT FEATURES

- Basketball Court
- Gazebo
- Picnic Tables
- Playground
- Restrooms
- Water Fountain

RECOMMENDATIONS

- Complete an accessibility study and address immediate deficiencies.
- Work with Friends Group to identify future goals for improvements and park functions.







Marshall Square Park

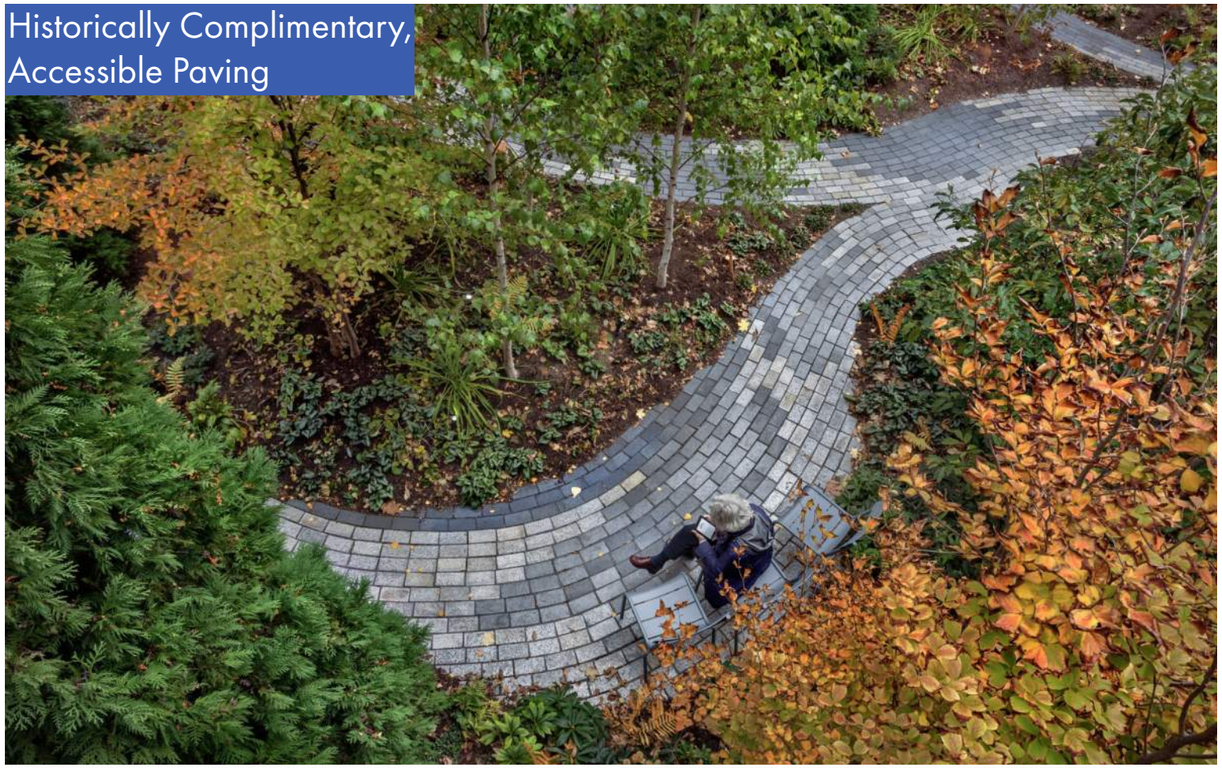
PRECEDENT IMAGES

200 E. Marshall St.

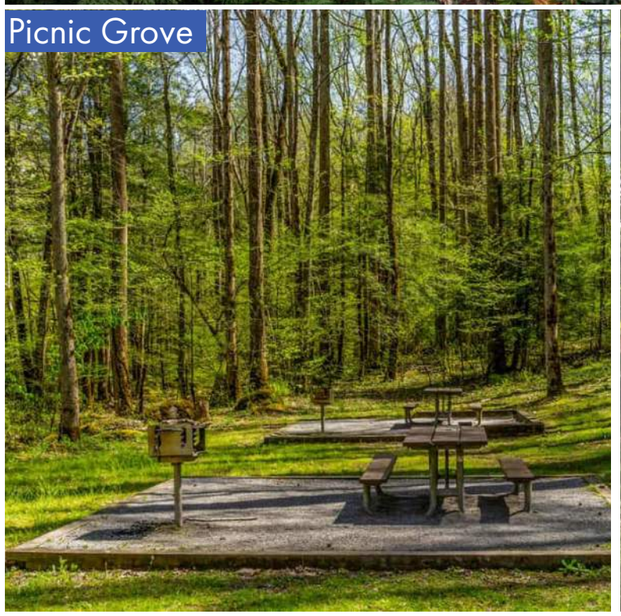
5.0 Acres

Ward 1

Historically Complimentary, Accessible Paving



Picnic Grove



Hammock Grove



Sculptural Playground



Accessible Bench Pads



Small Park Stage



John O. Green Park

PARK PROFILE

S. Matlack St and E. Miner St. | 0.54 Acres | Ward 2w

OVERALL PARK SCORE: 2.80

ACCESSIBILITY
3.44

SOCIABILITY
2.73

COMFORT
2.50

USES
2.56

OBSERVATIONS

John O. Green Park is a small, urban park close to the heart of downtown West Chester. Formerly a brownfield site, it is not conducive to large quantities of vegetation but is host to a spray park, two playgrounds (one on either side of the park), basketball courts, a pavilion, picnic tables, and ample parking. Due to its urban nature and lack of vegetation, it needs more shade amenities. Additionally, there are drainage and ponding issues associated with runoff from the splash pad. The playground equipment could be upgraded as well, and there are minor ADA issues that will need to be addressed to ensure the longevity of the park. The rock wall, while a fun potential amenity, is also said to get little use within the park.

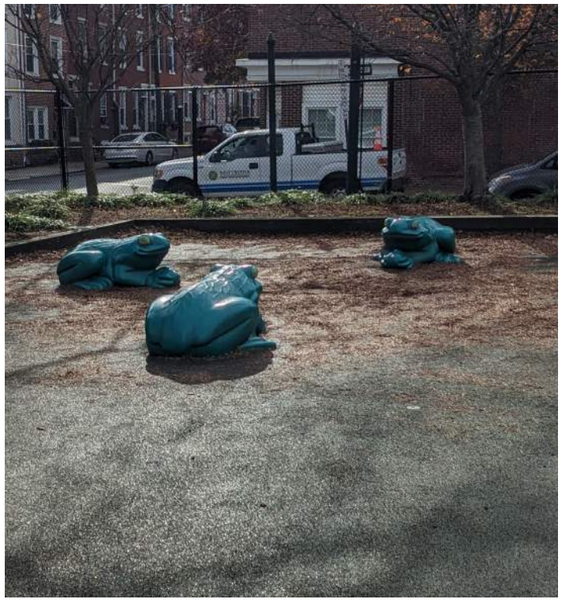
CURRENT FEATURES

- Pavilion
- Picnic Tables
- Playground
- Spray Park
- Basketball Court
- Playground

RECOMMENDATIONS

- See conceptual plan on following page.
- If the Borough opts to pursue the Turk's Head Trail, emphasize John O. Green as a trail head.







RECOMMENDATIONS

1. Lower, Re-design, or Remove Perimeter Fence with Low-Rise Landscape Bed Fencing
2. New Splashpad with Concrete Surface
3. Movable Planter Benches
4. Game Tables (Chess, Checkers)
5. Pavilion Upgrades
    a. New Roof
    b. Replace Rotted Wood
    c. Concrete Food Prep Station with Grill
6. Picnic Tables
7. New Tot Lot (Age 2-5 Playground)
8. New, Resilient Safety Surfacing
9. Exercise Station
10. Basketball Court Art
11. Teen Sitting Area
12. Re-Plant Existing Raised Landscape Beds



PARKS WITHOUT BORDERS

New York City has been re-imagining how parks meet the street in order to make them more open and welcoming under the Parks Without Borders Program. Further information can be found here.

John O. Green Park

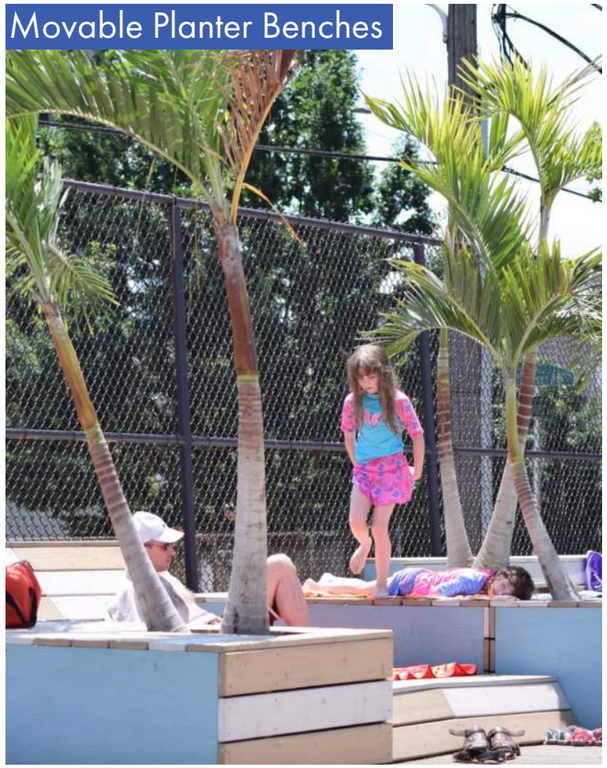
PRECEDENT IMAGES

S. Matlack St and E. Miner St. | 0.54 Acres | Ward 2w

Movable Planter Benches



Movable Planter Benches



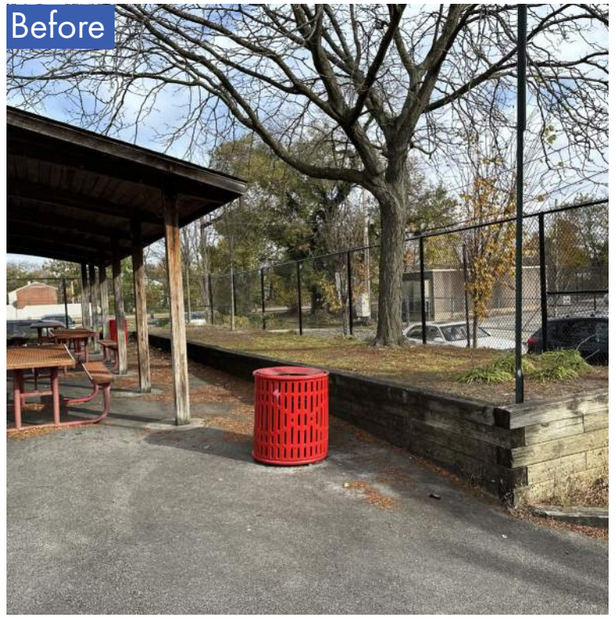
Game Tables



Low-Rise Landscape Bed Fencing (12-18")



Before



After



Basketball Court Art



Food Prep Station with Grill



New Tot Lot



Kathy McBratnie Park

THE MEETING PLACE | 300 W. Nields St. | 0.80 Acres | Ward 3

OVERALL PARK SCORE: 2.58

ACCESSIBILITY
2.62

SOCIABILITY
2.14

COMFORT
3.56

USES
1.90

OBSERVATIONS

Kathy McBratnie Park is a small, local park adjacent to West Chester University. Currently it is geared towards young children, with only a small baseball backstop, half court basketball court, and playground. There are a few picnic tables scattered under large trees that provide excellent shade and a safe buffer from the street.

CURRENT FEATURES

- Backstop
- Basketball Court
- Open Play Area
- Picnic Tables
- Playground
- Water Fountain

RECOMMENDATIONS

- Updated and expand playground.
- Re-design and renovate basketball court paved area to be multi-functional.
- Update pavilion to include concessions and shade structure to support church groups and college clubs currently using the park.







Kathy McBratnie Park

PRECEDENT IMAGES

300 W. Nields St.

0.80 Acres

Ward 3

Multi-functional Court Area



Pavilion with Food Prep



Chalk Walls



New Tot Lot



Tot Lot Instruments



Sand Kitchen



Bayard Rustin Park

A HISTORIC GARDEN | 740 S. Walnut St. | 1.40 Acres | Ward 4

OVERALL PARK SCORE: 2.92

ACCESSIBILITY
3.23

SOCIABILITY
2.46

COMFORT
4.09

USES
2.30

OBSERVATIONS

Bayard Rustin Park is a small, neighborhood park that formerly served as the central location for the borough's summer camp activities. A historic building on site was once used as a central location for campers, but is now in need of repairs and largely used for storage of excess equipment. A playground supports local play while two basketball courts are located on the southern end of the park.

CURRENT FEATURES

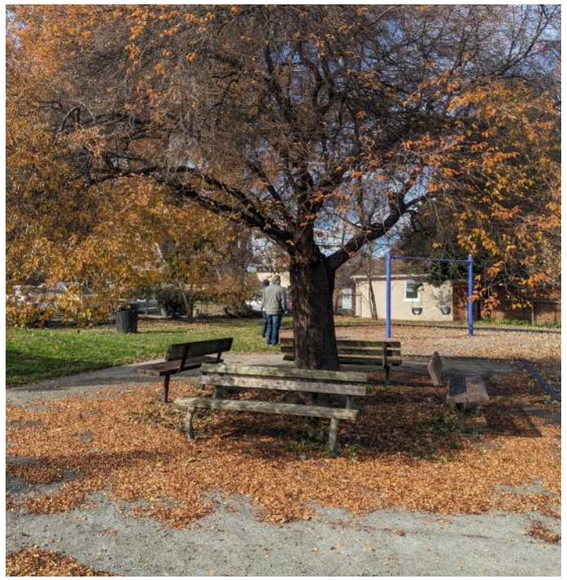
- 2 Basketball Courts
- Activity Building
- Backstop
- Open Play Area
- Picnic Tables
- Playground
- Water Fountain

RECOMMENDATIONS

- Renovate existing structure to be a flexible rental and maker space.
- Integrate existing structure into the park through a plaza and connection to existing pathways and planting areas.
- Expand visually interesting pathways and planting areas between.
- Update basketball courts to be multi-functional courts.







Bayard Rustin Park

PRECEDENT IMAGES

740 S. Walnut St.

1.40 Acres

Ward 4

Central Plaza in Front of Historic Structure



Extended Winding Pathways



Play-Pockets Within Garden



Multi-functional Court Area



Replace Perimeter Fence and Landscape Bed



New Tot Lot



Green Field

THE MULTI-PURPOSE FIELD | S. Franklin Street | 1.90 Acres | Ward 4

OVERALL PARK SCORE: 2.15

ACCESSIBILITY
2.61

SOCIABILITY
1.96

COMFORT
2.40

USES
1.69

OBSERVATIONS

Green Field is a multi-purpose athletic field with ample parking and backing up to residences generally rented by college students. It is a popular location for sports leagues and intramural leagues, but is commonly used by college students for passive recreation when games are not ongoing. Similarly, there have been issues with people walking their dogs within the field and not properly cleaning up after them, creating undesirable playing conditions.

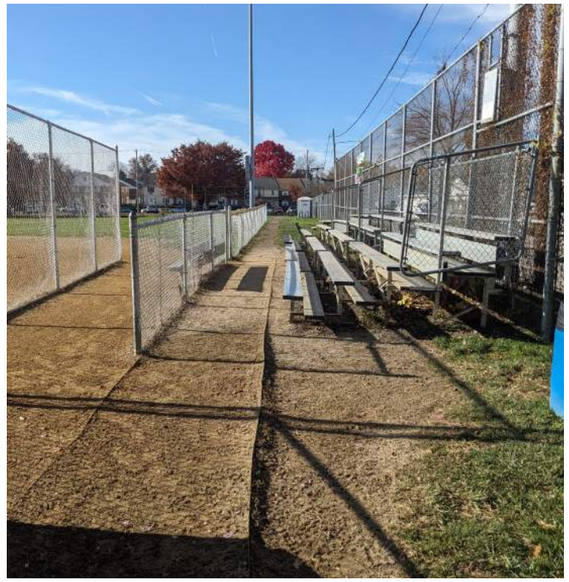
CURRENT FEATURES

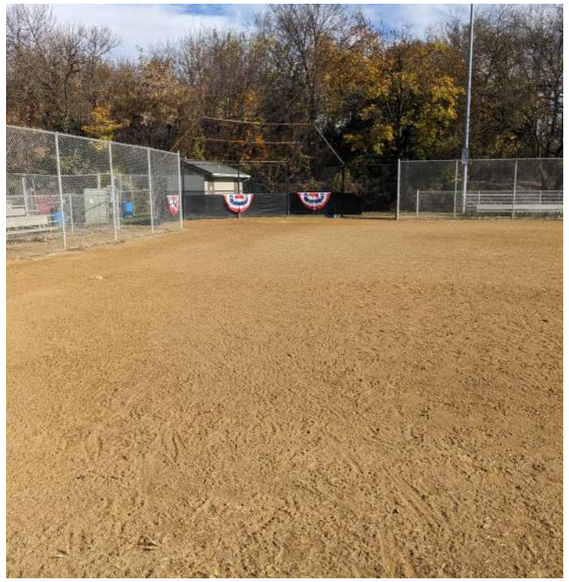
- Bleachers
- Multi-Purpose Athletic Field
- Parking Lot
- Picnic Tables
- Restrooms
- Snack Bar

RECOMMENDATIONS

- Explore connection to Mosteller Park through creek-side trail connection.
- Address lack of ADA access to bleachers and facilities.
- Restrooms facilities should be upgraded with permanent improvements to improve functionality.
- Evaluate the condition of the restroom and the storage buildings and consider cost effectiveness of developing a new structure to serve both needs.







Green Field

THE MULTI-PURPOSE FIELD

S. Franklin Street

1.90 Acres

Ward 4

Accessible Path to Bleachers



Accessible Bleachers



Batting and Pitching Cages



Improved Concessions, Storage, and Restroom



Team Pavilion



Creek Trail Connection



Mosteller Park

THE CREEK SIDE RETREAT | 601 E. Rosedale Avenue | 0.90 Acres | Ward 4

OVERALL PARK SCORE: 2.42

ACCESSIBILITY
2.38

SOCIABILITY
2.14

COMFORT
2.75

USES
2.74

OBSERVATIONS

Mosteller Park is a neighborhood park within the borough that is adjacent to decommissioned commuter rail line and backed by a stream. Much like Veteran's Memorial Park, it is difficult to find without previously knowing where it is due to its only access point being two small alleys. There is no additional signage from the street to help indicate where the park is. Outside of this, it is a serviceable neighborhood park with up-to-date amenities and a pleasant setting. It will not accommodate larger gatherings or amenities due to its size but is functional within its current capacity and can be built upon as such.

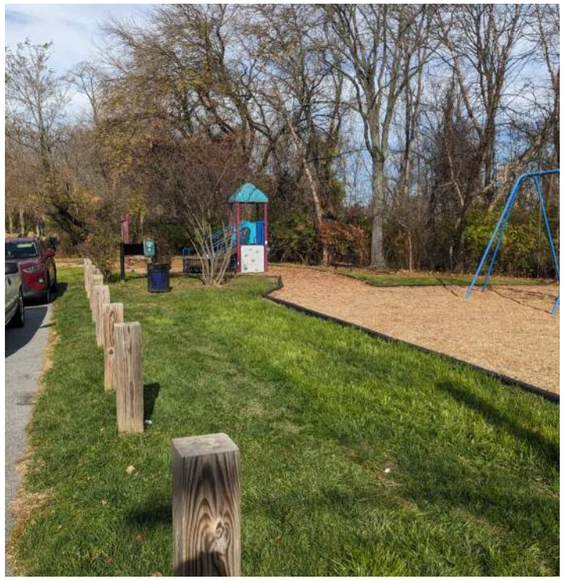
CURRENT FEATURES

- Basketball Court
- Grill
- Open Play Area
- Picnic Tables
- Playground

RECOMMENDATIONS

- Provide access to the creek via a ramp and steps down.
- Explore connection to Green Field via creek-side trail. See concept plan on the following page.
- Replace out-dated play equipment; explore natural play elements.







Mosteller Park

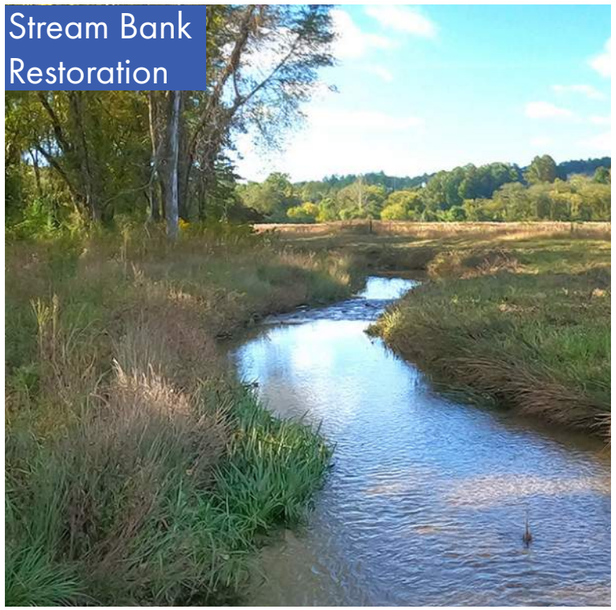
PRECEDENT IMAGES

601 E. Rosedale Ave. | 0.90 Acres | Ward 4

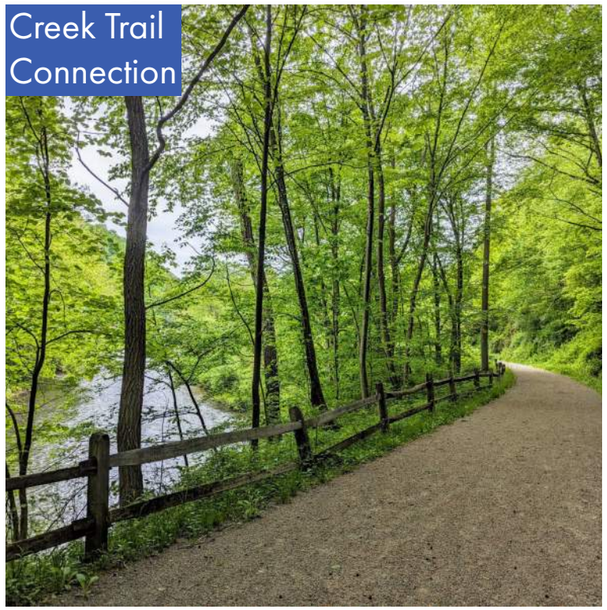
Creek Access and Nature Play



Stream Bank Restoration



Creek Trail Connection



Natural Playground



Outdoor Education



Mud Kitchen



Mosteller Park

PRECEDENT IMAGES | 601 E. Rosedale Ave. | 0.90 Acres | Ward 4

RECOMMENDATIONS

1. Improved Off-Street Parking
2. Bicycle Parking and Bike Racks
3. Restroom Facilities
4. Paved Bituminous Trail
5. Paved Bituminous Trail Connection to Green Field
6. New Playground and Safety Surfacing
7. Creek Access and Wading Area
8. Box Culvert Creek Crossing
9. Trail Connection and Track Crossing to the Proposed Turk's Head Trail
10. Tree and Fence Screen for Adjacent Properties
11. Proposed Turk's Head Trail
12. Borough of West Chester Southern Boundary

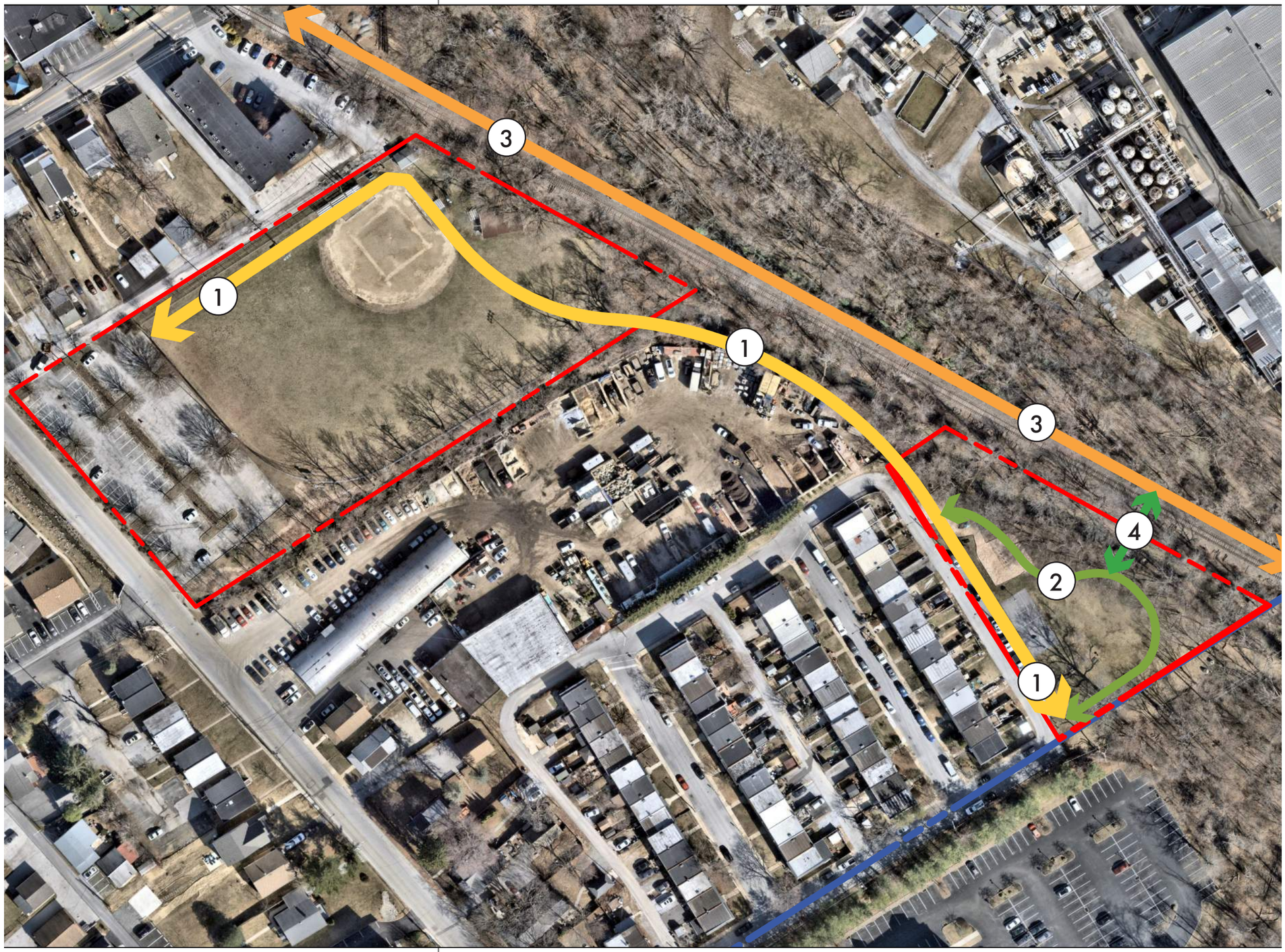


Mosteller Park to Green Field

RECOMMENDATIONS

1. Mosteller Park to Green Field Connection (Easement Required)
2. Mosteller Park Interior Loop Trail
3. Proposed Turk's Head Trail
4. Potential Connection to the Proposed Turk's Head Trail

POTENTIAL CONNECTIONS



Horace Pippin Park

PARK PROFILE | 520 W. Market St. | 0.90 Acres | Ward 6

OVERALL PARK SCORE: 2.75

ACCESSIBILITY
2.36

SOCIABILITY
2.72

COMFORT
3.07

USES
2.96

OBSERVATIONS

Horace Pippin is a neighborhood park that is largely composed of one, open field. A backstop adorns the northwest corner and a playground in the northeast. Outside of this, the park is primarily made up of open space broken up by a few picnic tables. It does not have a clear direction or identity and the backstop is a remnant structure that is not utilized and serves no purpose.

CURRENT FEATURES

- Backstop
- Basketball Court
- Open Play Area
- Picnic Tables
- Playground

RECOMMENDATIONS

- Invest in a Master Plan to determine best uses for this park.







Horace Pippin Park

PRECEDENT IMAGES

520 W. Market St.

0.90 Acres

Ward 6

New Playground (Ages 5-12)



Horseshoe Courts



New Climbing Equipment



New Tot Lot (Ages 2-5)



Outdoor Ping-Pong Table



Game Tables



Everhart Park

THE URBAN OASIS | 100 S. Brandywine St. | 10.2 Acres | Ward 6

OVERALL PARK SCORE: 4.33

ACCESSIBILITY
3.81

SOCIABILITY
4.71

COMFORT
4.58

USES
4.28

OBSERVATIONS

Everhart Park is a large, excellently maintained park that is one of three major parks within West Chester Borough. With a plethora of healthy, canopy trees and a well-maintained creek running through the center, it is a picturesque park that attracts weddings and other events. A recently renovated playground encourages more active use as well and helps to bring out families, while benches, walkways, and a gazebo bring in other recreators.

CURRENT FEATURES

- Activity Building
- Basketball Court
- Gazebo
- Grill
- Picnic Tables
- Playground
- Restrooms
- Rustic Footbridge
- Water Fountain

RECOMMENDATIONS

- Address ADA access concerns specifically around entrances.
- Provide signage for and clearly mark ADA parking off of South Bradford Avenue.
- Edge treatments: Consider sidewalk connections around perimeter of the park to provide accessibility.
- Emphasize habitat through signage program aimed at celebrating biodiversity; act as pilot for West Chester's other parks.
- Consider dedicated nature-play along creek bed.







Everhart Park

PRECEDENT IMAGES | 100 S. Brandywine St. | 10.2 Acres | Ward 6

Stream Bed Crossings and Nature Play



Audubon Bird Certified Habitat



Interpretive Signage



Hanging Tents and Hammocks



Natural Playground



Creek Platforms



Hoopes Park

THE HILLSIDE HAVEN | 700 Hoopes Park Lane. | 16.2 Acres | Ward 7

OVERALL PARK SCORE: 3.54

ACCESSIBILITY
3.02

SOCIABILITY
3.43

COMFORT
4

USES
3.8

OBSERVATIONS

Hoopes Park is one of West Chester's "Big 3" Community Parks and the largest park within the borough. It is home to the Adult Baseball League, who have played in the park since 1956. The park features a story walk that, through a partnership with the local library, shares children's books along the walk that runs along the left edge of the park. There is a playground atop the large hill to the right of the side that needs to be replaced. Compared to Marshall Square and Everhart Park, Hoopes Park requires additional master planning and refurbishments.

CURRENT FEATURES

- Activity Building
- Adult Baseball Field
- Basketball Court
- Grill
- Open Play Area
- Parking
- Pavilion
- Picnic Tables
- Scattered Playground Equipment
- 2x Restroom and Storage Buildings
- Tennis Courts
- Water Fountain
- Tennis Courts
- Water Fountain

RECOMMENDATIONS

- See conceptual plan on the following page.





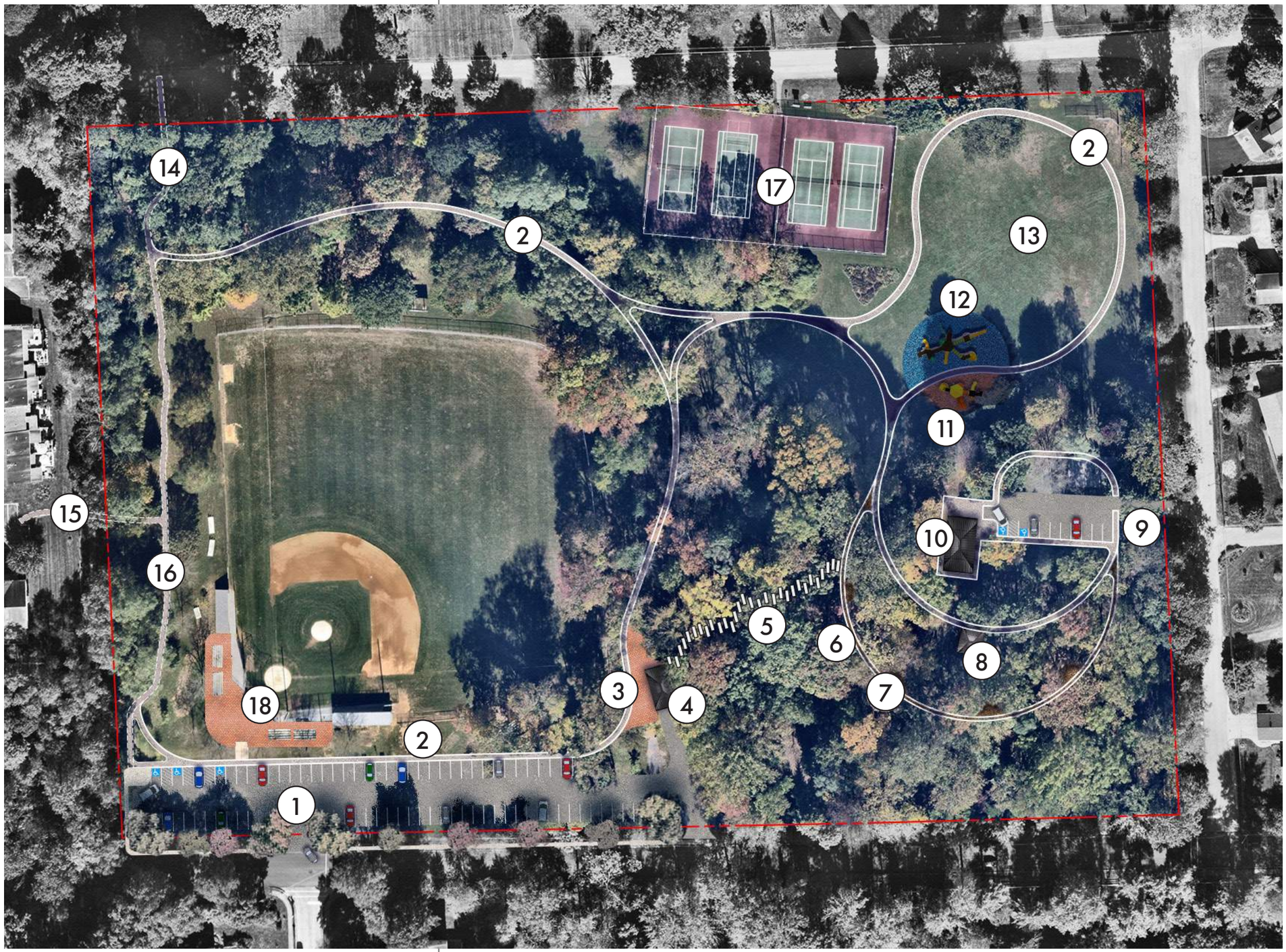


Hoopes Park

PRECEDENT IMAGES | 700 Hoopes Park Lane. | 16.2 Acres | Ward 7

RECOMMENDATIONS

1. Expanded Parking Lot (75 Spaces, 4 ADA Spaces)
2. 0.5 Mile Bituminous Loop Trail
3. Gathering Plaza and Viewing Area
4. Restroom and Storage Building Upgrade
5. Stone Stairs
6. Woodland Trail
7. Natural Play Areas Incorporated Into Woodlands
8. Overlook Seating Area
9. Re-Surfaced Parking Lot and New Turn-Around Along Hoopes Park Lane
10. Pavilion Improvements
11. New Tot Lot (Ages 2-5)
12. New Playground (Ages 5-12)
13. Open and Maintained Lawn for Free Play
14. Existing Connection to Gravel Trail
15. Existing Neighborhood Trail Connection
16. Existing Story Trail
17. Tennis Court Renovations Currently Underway to provide 3 Tennis Courts and 2 Pickleball Courts
18. Baseball Field Upgrades and Dugout Improvements



Hoopes Park

PARKING OVERLAY | 700 Hoopes Park Lane. | 16.2 Acres | Ward 7

RECOMMENDATIONS

1. Expanded Parking Lot (80 Spaces, 4 ADA Spaces)
2. Stormwater Area and Visual Buffer
3. Plaza Stormwater Area
4. Expanded Plaza and Gathering Area
5. Drop-off Island and Accessible Parking Facilities
6. Drop-off Area and Meeting Place

The Parking Overlay sees a slightly expanded parking lot through employing a one-way, slanted parking approach. With the space saved additional plaza space is created as well as a designated drop-off and accessible drop-off area. A stormwater area along West Ashbridge Street both captures the Hoopes Park's stormwater overflow and acts as a visual buffer between the park and the adjacent neighborhood.



Hoopes Park

PRECEDENT IMAGES

700 Hoopes Park Lane. 16.2 Acres Ward 7

New Playground (Ages 5-12)



Stone Steps



Woodland Trail



New Tot-Lot (Ages 2-5)



Overlook Seating Area



Natural Play Areas



Veteran's Memorial Park

THE HIDDEN GEM | 315 Veit Alley | 0.50 Acres | Ward 7

OVERALL PARK SCORE: 3.64

ACCESSIBILITY
3.90

SOCIABILITY
3.14

COMFORT
4.05

USES
3.36

OBSERVATIONS

Veteran's Memorial Park is nestled behind numerous houses and is not easily visible from the street. A front gateway made between two houses is not entirely clear as an entrance to the park either. Despite this its pavilion, picnic tables, and playground are all appropriate features for a neighborhood park and helps it to serve the function well, though many people do not know the park is there.

CURRENT FEATURES

- Open Play Area
- Pavilion
- Picnic Tables
- Playground

RECOMMENDATIONS

- Better incorporate the alley as part of the park; continue the path across the stormwater garden via an accessible bridge.
- Define entrance at alley so it is more clear.







Veteran's Memorial Park

PRECEDENT IMAGES

315 Veit Alley

0.50 Acres

Ward 7

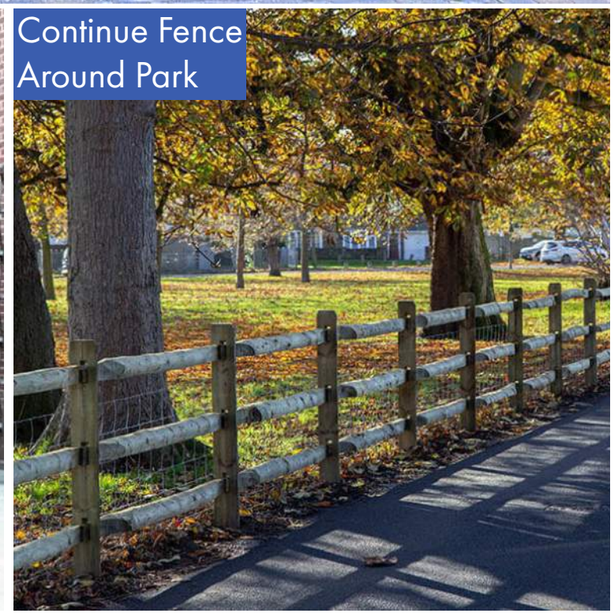
Defined Entry Sequence



Emphasized Entrance



Continue Fence Around Park



Footbridge Over Swale



Concrete Food Prep Station with Grill



New Tot Lot



Chapter 13

Mandatory Dedication of Park Land

Amount of Parkland



Overview: How much parkland does West Chester Borough need to meet the recreation needs of residents? Currently West Chester Borough has 42.3 acres of parkland in 12 parks. In addition, the Melton Center has a park that is open to the public but not permanently protected.

Parkland is typically evaluated on a population ratio method that considers the acres of parkland per 1,000 residents. A population ratio method follows the logic that the amount of active parkland in a community should relate to the population to be served by the parkland. Simply put, the population of a community will drive the number of ballfields and basketball courts a community needs. As a community's population grows, so does the need for parkland. A population calculation can readily be updated as a community grows.

The National Recreation and Park Association (NRPA) does not endorse a one-size-fits-all standard for parkland acreage. While traditional guidelines once recommended a minimum of 10.5 acres of parkland per 1,000 residents, NRPA now encourages communities to develop parkland goals that reflect their unique needs, demographics, geography, and local priorities. Through its Agency Performance Review and benchmarking tools, NRPA provides data to help municipalities compare themselves to similar communities and make informed decisions. This approach emphasizes equity, access, and quality over arbitrary acreage targets, recognizing that well-located, well-maintained parks can serve more people more effectively than simply expanding parkland.

The West Chester Park, Recreation, and Open Space Plan establishes tailored parkland standards by drawing on a combination of historical precedent; national, state, regional, and county benchmarks; local context, peer borough comparisons; and consultations with land conservation organizations. The planning process reviewed traditional parkland standards and the evolution of NRPA's position, analyzed current NRPA Agency Performance Review metrics along with the metrics of Pennsylvania, DVRPC, and Chester County. Extensive research into peer boroughs helped to compare parkland acreage holdings in similar communities. To ensure that local standards reflect best practices and are grounded in the realities of land use, development patterns, and community needs, the plan also incorporated input from state and county agencies as well as private non-profit land conservation organizations, including WeConservePA. This multi-faceted approach provided a robust foundation for setting realistic and meaningful parkland goals for the Borough.

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The prevailing standard for active parkland acreage had been 10-acres per thousand-population. For more than 50 years. But much as changed in sports, recreation, and the way we spend our time. Consider the following factors that influence the amount of parkland needed to serve a community:

- *Pickleball is the fastest-growing sport in the country*, having surged from near obscurity to a nationwide phenomenon. With more than 16 million players as of 2023, participation skyrocketed by 52% in just one year (2022–2023), creating unprecedented demand for courts and facilities.

Benefits of the Mandatory Dedication of Parkland or Fee-in-Lieu Ordinance

Recreational Opportunities

Recreational areas and opportunities can be created during the design stage of subdivisions and land developments, when design flexibility is potentially greatest.

Reduced Reliance on Public Expenditures

The applicant provides the land or funding for recreation facilities.

Additional Funding Potential

Fee-In-Lieu Ordinances can generate funds to match other grant sources.

Flexibility

Fee-In-Lieu can be used to meet recreational needs in areas where dedicated land may not be practical or available.

Energy Conservation

Recreational areas provided through Parkland Dedication and Fee-In-Lieu Ordinances inherently conserve energy by encouraging efficient land use, reducing the reliance on vehicles to access recreational areas, and creating opportunities for walkable activities based on Smart Growth principles.

Accessibility Requirements

Recreation land or fees or a combination thereof, are to be used only for the purpose of providing park and/or recreational facilities accessible to the development.

Regulations Must be Followed

The municipality must follow other specific standards and procedures set forth in the Municipalities Planning Code.

Source: Chester County Planning Commission

- *New youth sports have risen in popularity, particularly soccer and lacrosse:*
    - Soccer gained national momentum in the 1980s and 1990s. Today, US Youth Soccer, the largest youth soccer organization in the country, has over 3 million members, ages 5 to 19.
    - Lacrosse began to take off in the early 2000s and now counts 1.89 million participants nationwide, with youth leagues expanding rapidly across many regions.
- *Girls' participation in sports has grown dramatically since Title IX was enacted in 1972*, ensuring equal access to programs and activities receiving federal funds; including athletics. At that time, fewer than 300,000 girls played high school sports, making up just 7% of all high school athletes. By the 2024–2025 school year, that number had risen to 4.24 million girls, representing 42% of all high school athletes. In 1972, only 1 in 27 girls played sports; by 2025, that figure had grown to 60%. This growth is also evident in youth sports leagues.
- *Youth sports now operate across multiple seasons, no longer confined to traditional schedules.* Baseball, for example, is widely played in both spring and fall. Soccer and lacrosse also offer year-round opportunities, reflecting increased demand and participation.

It is important to note that West Chester Borough has very limited recreation facilities including sports fields, game courts, dog parks, skate park and public spaces in the town center. Consequently, borough residents:

- Participate in soccer, lacrosse and field hockey leagues in other municipalities.
- Travel to parks in other communities.
- Use parks in other municipalities including playgrounds, natural areas, pavilions and walking and biking pathways. Respondents to the public opinion survey reported using a total 1,939 different facilities in other communities.



1. http://www.usyouthsoccer.org/media_kit/ataglance/, accessed May 2025..
2. SFIA. 2025 https://sfia.org. Accessed: May 15, 2025.
3. National Federation of State High School Associations, 2010-11 High School Athletics Participation Survey.
4. https://www.womenssportsfoundation.org/wp-content/uploads/2022/04/FINAL6_WSF-Title-IX-Infographic-2022.pdf?utm_source=chatgpt.com Accessed May 15, 2025.

Needs Assessment and Community Outreach: A Clear Call for More Parks and Recreation Facilities

The West Chester Borough PROS Plan was guided by a robust needs assessment process that combined data analysis, site inventories, public engagement, and peer community comparisons. This comprehensive approach confirmed a growing and widespread demand for expanded parks and recreation opportunities throughout the Borough.

What We Did: The planning process included:

- Park system inventories to evaluate existing conditions and capacities
- Demographic and land use analysis to understand community trends and constraints
- Public surveys, stakeholder interviews, and pop-up outreach to capture resident voices
- Focus groups and committee meetings with diverse representatives
- Comparative research with peer boroughs and state-level parkland benchmarks
- Mapping and GIS analysis to identify service gaps and park deserts

These methods ensured that the findings reflected both the quantitative needs of a dense, land-constrained borough and the qualitative feedback from residents and stakeholders across neighborhoods.

What We Found: The needs assessment and outreach process revealed:

- Significant service gaps in neighborhoods
- Heavy demand on existing parks, with many facilities showing signs of wear from overuse
- Strong public support for more recreation opportunities, especially walking trails, multi-generational gathering spaces, and places to enjoy nature
- A growing population—including college students, families, and older adults—placing pressure on limited parkland
- Disparities in park access and amenities across neighborhoods, indicating an equity concern
- Desire for more structured programming, including sports, fitness, arts, and nature education
- Need for facilities that can serve multiple uses year-round, including indoor space and sheltered outdoor pavilions

Residents and stakeholders consistently expressed that **West Chester's existing parks are valued but not sufficient for the current and future needs of the community**. Many participants noted traveling to surrounding townships to access trails, large fields, playgrounds, or passive open space not available in the Borough.

The Bottom Line: The results of the PROS Plan outreach and technical assessment align around a clear conclusion: West Chester Borough needs additional parks and recreation facilities to ensure all residents have equitable access to safe, high-quality spaces for play, health, and connection. Meeting this need will require strategic reinvestment in existing sites, creative approaches to land acquisition and partnerships, and the development of new facilities tailored to community priorities.

Unique Population Considerations in the Borough Parks and Recreation Facilities

While the Borough's current population is estimated to be 19,658, proposed multi-family residential developments will increase the population to about 22,000, an increase of about 13%. In addition, West Chester university has a population of 17,076 students including about 4,500 – 5,000 students that live in the Borough further swelling the population.

Tourism: Within the Philadelphia region and Chester County, West Chester Borough is a popular and growing visitor hub. It is a magnet for day-trippers from Philadelphia or Delaware; history and architecture buffs; event-goers and foodies; families visiting students; and

a heritage and cultural tourism audience. The Food Festival alone attracts about 25,000 people. The Brandywine Visitors Bureau estimates that more than 2,000,000 visit Chester County annually with West Chester Borough being a top destination.

Key Takeaway: West Chester Borough's parks and recreation system must support far more people than its residential population alone suggests—including thousands of students and a growing stream of visitors. This dynamic places disproportionate strain on limited parkland and facilities, intensifying wear, crowding, and competition for access. Without sustained investment and strategic planning, these pressures risk exacerbating inequities in who has access to safe, high-quality recreational spaces. Funding decisions and capital planning must reflect the true scope of demand, not just census figures, to ensure the system remains inclusive, resilient, and responsive to the community's needs.

National Metrics: More than a decade ago, NRPA (National Recreation & Park Association) replaced the single set of standards with the creation of the nationwide benchmarking tool for parks and recreation. Today, NRPA Park Metrics is the most comprehensive source of data benchmarks and insights for park and recreation agencies. An annual report summarizes the benchmarking data contributed by nearly 1,100 park and recreation agencies to the Park Metrics database. This report presents the "typical" (median) nationwide benchmarking numbers reminiscent of "standards." But, digging deeper in Park Metrics highlights the benefits of peer data and the limitations of the former one-size-fits-all set of standards.

In 2025, the NRPA's report shows that the national median of parkland is 10.2 acres per 1,000 residents. It also shows that municipalities have one park per 2,411 residents. For populations under 20,000, the median acreage per 1,000 is 12.9 with a range of 5.9 at the lower quartile of municipalities to a high of 22 acres per 1,000 in the higher quartile of municipalities. While the Borough falls short in parkland at only 2.2 acres per 1,000, it exceeds in having more parks at 1,630 residents per park.

Commonwealth of Pennsylvania Parkland Metrics: Pennsylvania does not have a single mandated parkland standard, but several widely accepted planning benchmarks are used throughout the state—typically grounded in NRPA (National Recreation and Park Association) guidance, DVRPC (for southeastern PA), and the Pennsylvania Department of Conservation and Natural Resources (DCNR). The most cited range is 10 to 12 acres per 1,000 residents. This includes:

- Mini parks: 0.25–0.5 acres/1,000
- Neighborhood parks: 1.0–2.0 acres/1,000
- Community parks: 5.0–8.0 acres/1,000
- Regional parks/open space: additional acreage based on setting and access

This standard is referenced in DCNR planning guidance, county comprehensive plans (e.g., Chester, Montgomery, Lancaster), and many municipal ordinances.

Regional Parkland Metrics: DVRPC (Delaware Valley Regional Planning Commission) developed standards, established in DVRPC's 2003 Balanced Land Use Guidelines, to help municipalities determine appropriate parkland dedication levels during subdivision/planning. For High-density Municipalities, DVRPC's identified target around 7 acres/1,000. Applied to West Chester Borough's population is 7.08 acres per 1,000.

Chester County Parkland Metrics: Chester County itself does not have a single unified "acres per 1,000 residents" parkland standard, but its municipalities typically follow state and national guidelines which translate into 10 – 12.5 acres of parkland per 1,000 residents.

Peer Borough Comparisons: Peer comparisons are very important. Since the national benchmarks address about 1,000 municipalities, the planning team conducted research of peer boroughs in Pennsylvania to generate information on parkland availability in similar communities in Pennsylvania. The comparisons are fully reported in Table___ of the Financing chapter of this Plan. Table 1 presents the peer borough comparisons for parkland in Pennsylvania.

2025 West Chester Borough's Status Quo Calculation: 19,658 (2024 U.S. Bureau of the Census population estimate) ÷ 1,000 = 19.65 acres per 1,000 population.

42.3 (parkland acreage) ÷ 19,658 = 2.1-acres of parkland/1,000 residents

At 2.1-acres per 1,000 population, West Chester Borough falls short of historical standards, current national, state, regional, and county metrics as well as peer borough comparisons developed for West Chester Borough's PROS Plan. This suggests the need for additional parkland for current residents. The need for parkland to serve future residents moving into the borough at a significant rate (already exceeding DVPRC population projections for 2050) is especially important as to relieve pressure from overuse of existing facilities by about 13% more people. The planning and outreach to recreation user groups further verified the need for additional parkland in the Borough.

Parkland Standard Recommended for West Chester Borough

A needs-based assessment of parkland should consider population growth projections, the parkland/facility needs of user groups and their participation trends, the unique characteristics of the municipality, municipal recreation goals, and other elements. The public outreach, parkland use, and population projections illustrate that additional parkland is needed to serve current residents as well as the significantly increasing residential population.

Based on the acreage analysis, population, research into parkland standards, the report of Thomas Committa Associates in Appendix B on the Mandatory Dedication of Parkland, and the findings of public outreach, the municipal parkland goal of six acres per 1,000 population is suggested as the default standard for future parkland planning analysis in West Chester Borough. The following conclusions can be drawn from the assessment of parkland acreage using the six-acre parkland standard:

- West Chester Borough has a current parkland deficit of 98 acres. This will increase by another 18 acres with new multi-family development.
- Although short of the Pennsylvania metric of 10 acres per 1,000 population, the six-acre parkland recommendation falls at the mid-point of peer borough parkland, an acre short of the DVRPC standard, and in the lower quartile of national findings on municipal parkland.
- The Borough is already densely developed. Opportunities for additional parkland to be considered include the future of the West Chester Country Club, redevelopment in the Borough, additional public spaces in the downtown no matter the size, and parking solutions that could free up existing parking areas for public recreation use.

Land Dedication Formula: The six-acre parkland standard can be translated into a land dedication formula for adoption as the Park Dedication and Land and Fees in Lieu for Parks and Recreation amendment to the SALDO (West Chester Borough Subdivision and Land Development Ordinance). The land dedication formula determines how much land is required for dedication as parkland as development occurs.

A dwelling unit calculation using the municipal parkland standard of providing six-acres of parkland per 1,000 residents is the basis for the land dedication formula. To derive a per unit calculation using this methodology, the 1,000 population figure is divided by the municipality's 2024 U.S. Census average household size. The following calculation results.

- West Chester Borough 2024 Average Household Size: 2.1 1,000/2.1 persons per dwelling unit = 476 dwellings
- Dividing the desired six-acre per 1,000 residents by the number of dwelling units/1,0000 persons (476) yields the amount of land to be dedicated per dwelling unit:
- 6-acres/408 dwellings = 0.013 acres/dwelling
- Example: For a subdivision of 100 residences, the 0.013-acre requirement yields 1.3-acres of parkland:
- 0.013-acres/dwelling x 100 dwellings = 1.3 acres

Parkland and Design Features: This PROS Plan's responsibility regarding the Mandatory Dedication of Parkland and Fees-in-Lieu is to set the standard for parkland. The TCA Report on Recommended Ordinance Changes that is contained in Appendix B provide for the recommendations that support Borough goals in parkland and are related to the Mandatory Dedication of Parkland

Fee-in-Lieu: When fee-in-lieu is preferred over land dedication, West Chester Borough should require that the fee relate to the fair market value of the land to be dedicated.

Using the 1.3 acres of land dedication for a 100-unit subdivision, the developer should provide the Borough with an appraisal of the required 1.3-acre parcel. Therefore, if the land were appraised at $213,000 per acre as an example based on current residential property sales, the Borough would accept a $276,900 fee-in-lieu of the land dedication.

With a per-dwelling fee, the fee should be updated annually to align with current real estate market conditions and the current fair market value of an acre of land, the basis of the dwelling unit fee calculation.

Land Type and Characteristic for Dedication Requirements: The characteristics of land suitable for dedication for recreation purposes should be defined by the West Chester Borough Subdivision and Land Development ordinance. The current ordinance has generalized criteria for lands to be dedicated. Mandatory dedication ordinances should provide concise criteria for land to be dedication for parkland to protect the municipality from receiving lands that do not provide recreation benefit.

West Chester Borough Fees-in-Lieu

All fees paid in lieu will be determined as follows:

- *Recreational Land Fee-in-Lieu:* The applicant wouldn't pay the Borough in an agreed upon payment plan a fee-in-lieu of dedication calculated in an amount equal to the market value per acre in the Zoning District in which the project is situated.
- *Recreational Infrastructure Fee-in-Lieu:* The applicant would pay the Borough a fee-in-lieu of recreational infrastructure in an amount to be determined for each 1,000 square fee of building structure or improvement proposed for any non-residential land development plan.
- All fees paid in lieu of land dedication or recreational infrastructure shall be used for:
  - The acquisition of land for parks, recreation areas, facilities, open space and trails or bikeways as component addition, to the West Chester Borough system.
  - The construction of improvements and recreational infrastructure.
  - Costs incidental to such purposes including, but not limited to, planning, engineering, design, administrative and legal fees, utility relocation or installation, construction of sewage or water facilities, vehicular and pedestrian access signage and the purchase of park equipment and maintenance.
  - Combination of Land Dedication and Fees in Lieu of Land Dedication. The Borough may accept a combination of land dedication in fee simple title, grants of rights-of-way and easements and fees in lieu of land in order to meet the requirements and standards of the West Chester Borough PROS Plan or such additional plans and designs as may be approved for the Borough's trail and bikeway system.

Conclusion: Planning for a Resilient, Equitable, and Well-Served Park System

The West Chester Borough PROS Plan makes clear that the Borough's current parkland supply, just 2.1 acres per 1,000 residents, falls significantly below local, state, and national benchmarks. When accounting for its unique pressures, growing residential density, a large student population, and regional tourism, West Chester's true service population far exceeds its census count, further widening the gap between supply and demand.

Compounding this challenge is the fact that **West Chester is already a densely developed borough, with little open space remaining for traditional parkland acquisition**. This makes the need for creative, strategic, and opportunistic planning even more urgent, whether through redevelopment, joint use of public land, or adaptive reuse of underutilized spaces.

Establishing a **six-acre-per-1,000-residents standard** provides a realistic, attainable benchmark grounded in best practices, peer comparisons, and public input. Applying this standard reveals an **existing deficit of nearly 100 acres**, with more parkland needed to serve planned development. Without proactive action, this shortfall will increase, resulting in facility overuse, inequitable access, and diminished quality of life.

To address this need, the Borough must implement strategic land dedication and fee-in-lieu policies, prioritize investment in underused or redevelopable sites, and explore innovative partnerships to acquire or reclaim public space. The goal is not merely to add acreage, but to create a resilient, inclusive, and high-functioning park system that meets the evolving needs of West Chester's full community—today and in the future.



Chapter 14
Program and Services Analysis

Recreation Opportunities: Programs and Services



Overview: The West Chester Borough Parks and Recreation Department delivers an impressive array of high-quality programs, events, and activities year-round—despite operating with a small but highly dedicated professional staff of just two. Through strategic partnerships with public agencies, private businesses, and nonprofit organizations, the department has built a robust and diverse recreation calendar that serves residents of all ages. Their ability to leverage limited resources into a thriving community asset exemplifies both innovation and commitment to public service.

Recreation Programs and Services Assessment: The PROS Plan Assessment offers an in-depth perspective of program and service offerings and helps identify strengths, challenges, and opportunities regarding recreation opportunities programs, and services. The assessment also assists in identifying core programs, program gaps within the community, key system-wide issues, areas of improvement, and future programs and services for residents.

The consulting team based these program findings and comments from a review of information provided by West Chester's management team including Parks and Recreation, Borough Management, and community key stakeholders including program descriptions, financial data, partnerships, promotion methods, etc. This information addresses the program offerings from a systems perspective for the entire portfolio of programs, as well as individual program information.

West Chester Borough offers a diverse array of public recreation programs through its Parks and Recreation Department and its partners as shown in the 2024 Program Inventory.

2024 Program Inventory

The West Chester Borough Parks and Recreation Department not only offers an impressive range of year-round programs but also organizes some of the region's most beloved community events—many of which draw hundreds to tens of thousands of participants. These programs are made possible by the dedication of the small professional staff, the generous support of sponsors, and the enthusiastic involvement of volunteers, partner organizations, and municipal departments. The following inventory highlights participation levels, staffing needs, sponsorship support, and the wide-reaching impact of key annual events that contribute to West Chester's vibrant civic life and strong sense of community.

Table 1 is a comprehensive listing of public recreation programs and community events offered by the West Chester Borough Parks and Recreation Department in 2024. This year-round schedule reflects the department's commitment to providing high-quality, inclusive opportunities for fitness, enrichment, and connection—serving residents of all ages through seasonal classes, sports clinics, youth camps, wellness activities, community festivals, and destination trips. The table that follows showcases the breadth and diversity of offerings hosted across local parks, downtown spaces, and regional destinations.

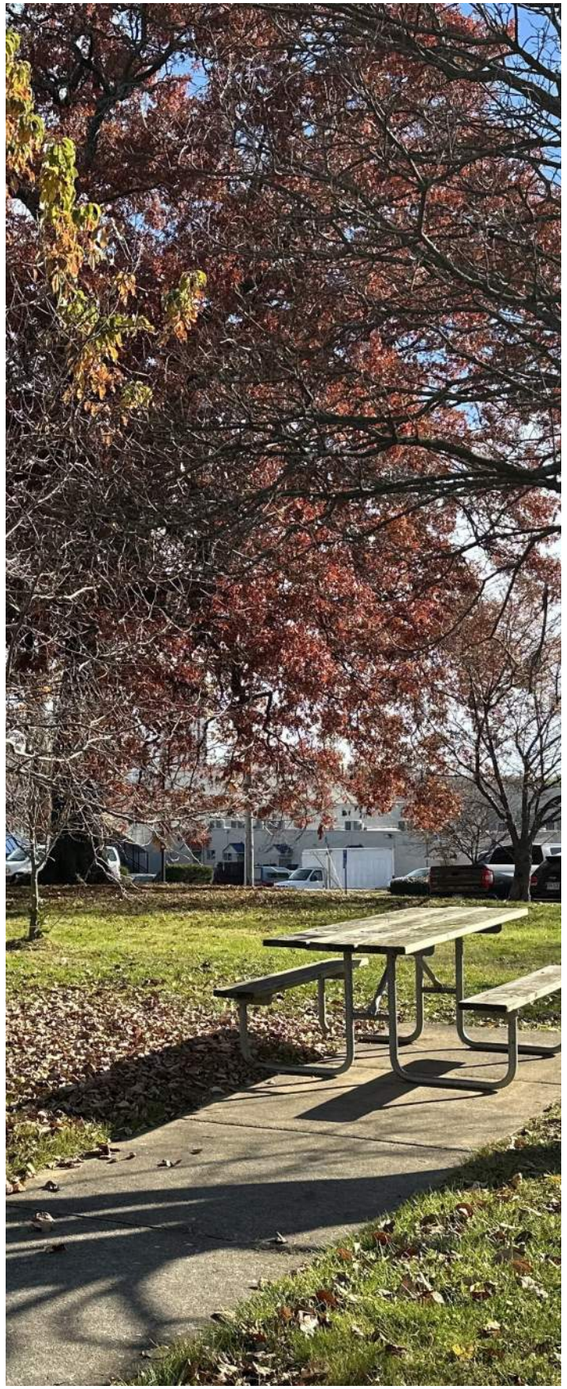


Table 1. West Chester Borough Program Inventory 2024		
Activity	**Start/End Dates**	**Location**
Zumba in the Park - 03/16 Class	03/16/2024 - 03/16/2024	Marshall Square Park
Zumba in the Park - 03/16 Class	03/17/2024 - 04/21/2024	Hoopes Park - Tennis Courts
Pickleball - Universal Rackets & Tyler Stroyek - Spring 2024 Session 1 Intermediate Weekend	03/17/2024 - 04/21/2024	Hoopes Park - Tennis Courts
Pickleball - Universal Rackets & Tyler Stroyek - Spring 2024 Session 1 Junior Weekend	03/17/2024 - 04/21/2024	Hoopes Park - Tennis Courts
Zumba in the Park - 3/23	03/23/2024 - 03/23/2024	Marshall Square Park
Washington D.C. Cherry Blossom Trip - Washington DC Cherry Blossom Trip	03/29/2024 - 03/29/2024	Washington D.C.
Pickleball - Universal Rackets & Tyler Stroyek - Spring 2024 Weekday Intermediate Session 1	04/10/2024 - 05/08/2024	Hoopes Park - Tennis Courts
Pickleball - Universal Rackets & Tyler Stroyek - Spring 2024 Weekday Session 1 Beginner	04/10/2024 - 05/08/2024	Hoopes Park - Tennis Courts
225 West Chester Parade - 225 West Chester Parade	04/21/2024 - 04/21/2024	Downtown West Chester
Just Tennis with Justin DePietropaolo - Mondays - Spring - Adult clinic	04/22/2024 - 06/03/2024	Hoopes Park - Tennis Courts
Just Tennis with Justin DePietropaolo - Tuesday - Spring - Adult clinic	04/23/2024 - 05/28/2024	Hoopes Park - Tennis Courts
Yoga With Hannah - Yoga in the Park 5/2	05/02/2024 - 05/02/2024	Marshall Square Park
Triple Threat Fitness Yoga In the Park - All 3 Classes	05/04/2024 - 05/18/2024	Everhart Park
Triple Threat Fitness Yoga In the Park - May 4th Class	05/04/2024 - 05/04/2024	Everhart Park
Pickleball - Universal Rackets & Tyler Stroyek - Spring 2024 Junior Session 2 Weekend	05/05/2024 - 06/02/2024	Hoopes Park - Tennis Courts
Pickleball - Universal Rackets & Tyler Stroyek - Spring 2024 Session 2 Weekend Beginner	05/05/2024 - 06/02/2024	Hoopes Park - Tennis Courts
Pickleball - Universal Rackets & Tyler Stroyek - Spring 2024 Session 2 Weekend Intermediate	05/05/2024 - 06/02/2024	Hoopes Park - Tennis Courts
Yoga With Hannah - Yoga in the Park 5/9	05/09/2024 - 05/09/2024	Marshall Square Park
New York On Your Own - New York On Your Own	05/11/2024 - 05/11/2024	New York City
Triple Threat Fitness Yoga In the Park - May 11th Class	05/11/2024 - 05/11/2024	Everhart Park
Yoga With Hannah - Yoga in the Park 5/16	05/16/2024 - 05/16/2024	Marshall Square Park

Table 1. West Chester Borough Program Inventory 2024 (cont.)		
Activity	**Start/End Dates**	**Location**
Triple Threat Fitness Yoga In the Park - May 18th Class	05/18/2024 - 05/18/2024	Everhart Park
Pickleball - Universal Rackets & Tyler Stroyek - Spring 2024 Session 2 Weekday Beginner	05/22/2024 - 06/19/2024	Hoopes Park - Tennis Courts
Pickleball - Universal Rackets & Tyler Stroyek - Spring 2024 Session 2 Weekday Intermediate	05/22/2024 - 06/19/2024	Hoopes Park - Tennis Courts
Yoga With Hannah - Yoga in the Park 5/23	05/23/2024 - 05/23/2024	Marshall Square Park
Yoga With Hannah - Yoga in the Park 5/30	05/30/2024 - 05/30/2024	Marshall Square Park
Butterfly Yoga - Butterfly Yoga 06/01	06/01/2024 - 06/01/2024	Marshall Square Park
42nd Annual THMF Non-Food Vendor Application - THMF Crafter Application	06/02/2024 - 06/02/2024	Everhart Park
42nd Annual THMF Non-Food Vendor Application - THMF Non-Crafter Application	06/02/2024 - 06/02/2024	Everhart Park
42nd Annual THMF Non-Food Vendor Application - THMF Non-Profit Application	06/02/2024 - 06/02/2024	Everhart Park
42nd Annual Turks Head Music Festival - Food Vendor Application- June 8th, 2025 - 2024 Food Vendor Registration	06/02/2024 - 06/02/2024	Everhart Park
Family Yoga in the Park - 6/4 Lesson	06/04/2024 - 06/04/2024	Marshall Square Park
Pickleball - Universal Rackets & Tyler Stroyek - Summer Sunday Session Beginner	06/16/2024 - 07/14/2024	Hoopes Park - Tennis Courts
Pickleball - Universal Rackets & Tyler Stroyek - Summer Sunday Session Intermediate	06/16/2024 - 07/14/2024	Hoopes Park - Tennis Courts
Pickleball - Universal Rackets & Tyler Stroyek - Summer Sunday Session Junior	06/16/2024 - 07/14/2024	Hoopes Park - Tennis Courts
Abrakadoodle Art Camps - Kick, Catch, and Splash	06/17/2024 - 06/21/2024	Everhart Park

Table 1. West Chester Borough Program Inventory 2024 (cont.)		
Activity	**Start/End Dates**	**Location**
Just Tennis with Justin DePietropaolo - Mondays - Summer - Adult clinic	06/17/2024 - 07/22/2024	Hoopes Park - Tennis Courts
Family Yoga in the Park - 6/19 Lesson	06/19/2024 - 06/19/2024	Marshall Square Park
Brandywine School of Wizardry - 6/24 - 6/28	06/24/2024 - 06/28/2024	Hoopes Park
Pickleball - Universal Rackets & Tyler Stroyek - Junior Pickleball Camp	06/24/2024 - 06/27/2024	Hoopes Park - Tennis Courts
Family Yoga in the Park - 7/09 Lesson	07/09/2024 - 07/09/2024	Marshall Square Park
FIT4MOM - Stroller Strides	07/09/2024 - 08/08/2024	Everhart Park
Pickleball - Universal Rackets & Tyler Stroyek - Summer Wednesday Sessions Beginner	07/10/2024 - 08/07/2024	Hoopes Park - Tennis Courts
Pickleball - Universal Rackets & Tyler Stroyek - Summer Wednesday Sessions Intermediate	07/10/2024 - 08/07/2024	Hoopes Park - Tennis Courts
Bricks 4 Kids - Amusement Park Theme Week	07/15/2024 - 07/19/2024	Hoopes Park – Pavilion
Just Tennis with Justin DePietropaolo - Summer Junior Tennis Camp July 11-17 yr olds	07/15/2024 - 07/19/2024	Hoopes Park - Tennis Courts
Just Tennis with Justin DePietropaolo - Summer Junior Tennis Camp July 5-10 yr olds	07/15/2024 - 07/19/2024	Hoopes Park - Tennis Courts
Pickleball - Universal Rackets & Tyler Stroyek - Junior Pickleball Camp July #1	07/15/2024 - 07/18/2024	Hoopes Park - Tennis Courts
Abrakadoodle Art Camps - Let's Go Camping	07/22/2024 - 07/26/2024	Everhart Park
Pickleball - Universal Rackets & Tyler Stroyek - Junior Pickleball Camp July #2	07/22/2024 - 07/25/2024	Hoopes Park - Tennis Courts
Family Yoga in the Park - 7/23 Lesson	07/23/2024 - 07/23/2024	Marshall Square Park
Just Tennis with Justin DePietropaolo - Summer Junior Tennis Camp August 11-17 yr olds	08/05/2024 - 08/09/2024	Hoopes Park - Tennis Courts
Just Tennis with Justin DePietropaolo - Summer Junior Tennis Camp August 5-10 yr olds	08/05/2024 - 08/09/2024	Hoopes Park - Tennis Courts
Pickleball - Universal Rackets & Tyler Stroyek - Junior Pickleball Camp August	08/05/2024 - 08/08/2024	Hoopes Park - Tennis Courts
Touch A Truck / Night Out Against Crime - Vehicle Sign Up - TAT/NOAC Vehicle Sign Up	08/06/2024 - 08/06/2024	Henderson High School
Bricks 4 Kids - Web-Slingers and Avengers Unite	08/12/2024 - 08/16/2024	Hoopes Park – Pavilion

Table 1. West Chester Borough Program Inventory 2024 (cont.)		
Activity	**Start/End Dates**	**Location**
Family Yoga in the Park - 8/13 Lesson	08/13/2024 - 08/13/2024	Marshall Square Park
Welcome to the Borough - Family Fun Night - Welcome to Borough/ Family Fun Night (Non-students)	08/23/2024 - 08/23/2024	Downtown West Chester on Gay St.
Welcome to the Borough - Family Fun Night - Welcome to Borough/ Family Fun Night (WCU STUDENTS)	08/23/2024 - 08/23/2024	Downtown West Chester on Gay St.
Just Tennis with Justin DePietropaolo - Mondays - FALL - Adult clinic	08/26/2024 - 10/07/2024	Hoopes Park - Tennis Courts
Just Tennis with Justin DePietropaolo - Tuesdays- FALL - Adult clinic	09/09/2024 - 10/07/2024	Hoopes Park - Tennis Courts
Pickleball - Universal Rackets & Tyler Stroyek - Fall Session 1 Wednesday Sessions Adult Beginner	09/11/2024 - 10/09/2024	Hoopes Park - Tennis Courts
Pickleball - Universal Rackets & Tyler Stroyek - Fall Session 1 Wednesday Sessions Adult Intermediate	09/11/2024 - 10/09/2024	Hoopes Park - Tennis Courts
44th Annual Chester County Restaurant & Food Truck Festival Application - 2024 Restaurant Festival Crafter application	09/15/2024 - 09/15/2024	Downtown West Chester
44th Annual Chester County Restaurant & Food Truck Festival Application - 2024 Restaurant Festival FOOD TRUCK/FOOD VENDOR sign up	09/15/2024 - 09/15/2024	Downtown West Chester
44th Annual Chester County Restaurant & Food Truck Festival Application - 2024 Restaurant Festival NON-Crafter application	09/15/2024 - 09/15/2024	Downtown West Chester
44th Annual Chester County Restaurant & Food Truck Festival Application - 2024 Restaurant Festival NON-Profit application	09/15/2024 - 09/15/2024	Downtown West Chester
Pickleball - Universal Rackets & Tyler Stroyek - Sunday Fall 1 Sessions Beginner Adult	09/15/2024 - 10/13/2024	Hoopes Park - Tennis Courts
Pickleball - Universal Rackets & Tyler Stroyek - Sunday Fall 1 Sessions Intermediate Adult	09/15/2024 - 10/13/2024	Hoopes Park - Tennis Courts
Pickleball - Universal Rackets & Tyler Stroyek - Sunday Fall 1 Sessions Junior (6-14)	09/15/2024 - 10/13/2024	Hoopes Park - Tennis Courts
Halloween Parade 2024 - Halloween Parade 2024 Sign Up	10/23/2024 - 10/23/2024	Downtown West Chester
Pickleball - Universal Rackets & Tyler Stroyek - Fall Session 2 Wednesday Sessions Adult Beginner	10/23/2024 - 11/20/2024	Hoopes Park - Tennis Courts

Signature Events and Community Participation



In 2024 There Were 46,850 Recreation Special Event Participants In West Chester

West Chester Borough's Parks and Recreation Department delivers a robust calendar of signature events that complement its regular programming and contribute to the community's cultural vibrancy and social connectedness. These events attract thousands of participants annually, foster local pride, and serve residents of all ages and backgrounds. Despite a small professional staff, the department successfully coordinates these large-scale activities through a strong network of sponsors, volunteers, and partnerships with municipal agencies, nonprofits, and private companies. These public events activate parks and public spaces, foster community pride, and provide inclusive, intergenerational experiences. These events represent a vital part of the Borough's identity and are made possible through careful coordination, strong community partnerships, and generous support from sponsors and volunteers.

The following highlights summarize key events from the 2024 programming year, illustrating the impressive reach of the department's work—with just two full-time staff. Each event reflects thoughtful planning and a commitment to quality, accessibility, and collaboration.

Annual Easter Egg Hunt

600+ Participants | 10 - 12 Volunteers | 6,000+ Eggs Sponsored | Included sensory-sensitive features for children with special needs

Turks Head Music Festival

6,500 Participants | 60 - 75 Vendors | Family Entertainment | 7 Bands | Kids' Games and Rides

30+ Volunteers | Sponsored

Coordinated with WCPD, Parking, and Public Works

Park Concerts

3 Concerts Annually | 200+ Attendance per Event

Family Friendly Entertainment | Food Trucks

Sponsored | 2 Staff

Movie Nights in the Park

3 Showings per Year | 30+ Attendance per Event

Held in Rotating Parks

Mini Golf on Gay Street

250+ Golfers | Professional Event Contractor

18-Hole Course Installed on Gay Street

2 Staff | 5 - 7 Volunteers

Virtual Golf on Gay Street

60+ Golfers (in Inaugural Year)

Hosted by 2 Professional Golf Simulation Companies

2 Staff

Night Out Against Crime/Touch-a-Truck

1,200+ Attendees | 30+ Vendors and Food Trucks

Multiple Public Safety Departments Participate

2 Staff | 5 - 7 Volunteers | Organized with WCPD

Chester County Restaurant & Food Truck Festival

25,000+ Attendees | 125+ Vendors and Food Trucks

3 Music Stages with 6 Bands | Beer and Wine Garden

2 Staff | 20+ Volunteers

Coordinated with WCPD, Parking, and Public Works

Annual Halloween Parade

1,000+ Parade Participants | 10,000+ Spectators

30+ Entries | 2 Staff | 20 - 25 Volunteers

Sponsored | Over $1,500 in Candy Distributed

Breakfast with Santa

100+ Attendees | 2 Staff | 5 - 7 Volunteers

Santa at the Square

1,000+ Attendees | 4 - 7 Sponsors and Vendors

Food Trucks | Holiday Decorations Throughout Marshall Square | 2 Staff | 10 - 12 Volunteers

These events showcase the Borough's ability to activate public spaces, engage residents, and build a stronger, more inclusive community—despite limited staffing. As the Borough plans for future programming, these successful models provide a strong foundation for continued growth, strategic partnerships, and targeted expansion of community offerings.

Historic Context and Recreation Programming

West Chester Borough has a long and complex history of segregated recreation. In the early 20th century, Black residents were excluded from facilities like the YMCA, leading to the creation of the Melton Center in 1918 to provide a safe and welcoming space for the Black community. Located in Ward 4, the Melton Center remains the Borough's only indoor recreation facility—and continues to serve as a vital community anchor. However, its use has largely remained localized rather than integrated into broader Borough-wide recreation efforts.



Until 2019, the Borough's Parks and Recreation Department offered three well-attended summer camps, Summer Day Camp and Camp B.I.G., which consistently operated at full capacity, serving several hundred children each year. These programs played a key role in engaging youth from across the Borough. When the department was downsized, these camps were discontinued due to staffing reductions.

As West Chester works to rebuild and re-imagine its recreation system, the Melton Center presents an important opportunity. Its history, location, and facilities make it well-suited to be more fully integrated into the Borough's programming framework. Expanding and promoting its use Borough-wide would help address longstanding disparities and ensure more inclusive, equitable access to year-round indoor recreation.

Interpretation of 2024 Recreation

West Chester Borough's 2024 recreation calendar showcases a vibrant, diverse, and well-orchestrated slate of public programs and events that span all seasons and serve a wide demographic. This ambitious offering—planned, implemented and managed by a small professional staff—demonstrates strategic use of partnerships and public spaces to foster year-round community engagement, health, and wellness.

1. High Volume and Frequency of Programs

- Over 100 scheduled activities between March and December.
- Programs offered nearly every week of the year, with multiple concurrent sessions at peak times (spring and summer).

2. Diverse Program Types

- Fitness and Wellness: Zumba, yoga, stroller strides, Triple Threat Fitness, and Hiking Hound Adventures.
- Sports and Skills Clinics: Extensive tennis and pickleball programming (beginner to intermediate, youth to adult).
- Arts and Culture: Abrakadoodle art camps, Bricks 4 Kids, and Brandywine School of Wizardry.
- Community Events and Trips: Annual festivals (Turks head, Restaurant Festival), family nights, seasonal parades, and bus trips to NYC and DC.

3. Effective Use of Public Spaces

- Hoopes Park serves as the primary hub for sports programming and youth camps.
- Marshall Square and Everhart Parks host fitness classes, family yoga, and nature-based programs.
- Downtown West Chester and regional destinations support large-scale community events and cultural excursions.
- West Chester Library is the venue for year-round public recreation related programs.
- Signature Parks serve as the primary venues for programs and events. This is partially because these parks have sufficient support facilities to accommodate the visitation for special events, staffing limitations with limited capacity to explore new programs or different locations, and reliance on historical patterns of where programs and events are held.
- Downtown as a Park The idea of treating Downtown as a Park could be explored as a creative placemaking strategy. By re-imagining the vibrant town center as a recreational destination, the Borough can transform downtown into an inviting public space for leisure, social connection, and community events.
- However, the Borough does not currently offer recreation programs at the Melton Center, a historically Black, non-profit community facility that is open to the public. Expanding programming partnerships with inclusive community anchors like the Melton Center could help increase access, build equity, and strengthen trust across West Chester's diverse neighborhoods.

4. Age and Audience Inclusion

- Programs serve a range of ages: early childhood, youth, adults, seniors, and families.
- Opportunities include drop-in events, multi-week sessions, and one-time experiences.

5. Strategic Partnerships

- Collaborations with organizations like the Business Improvement District (BID) Chamber of Commerce, West Chester Library, Universal Rackets, FIT4MOM, Abrakadoodle, and Bricks 4 Kids expand offerings without increasing Borough Staffing needs.
- Partnerships with West Chester University could be expanded in the future.

Strengths, Challenges, Opportunities, and Threats

STRENGTHS

- ***Diverse Year-Round Offerings:*** Over 100 programs in 2024, including sports, wellness, arts, and community events serving all age groups.
- ***High Participation and Community Engagement:*** Signature events attract thousands of attendees, fostering civic pride and strong volunteerism.
- ***Strategic Partnerships:*** Collaborations with public agencies, nonprofits, instructors, and private contractors expand capacity without increasing staff.
- ***Efficient Use of Public Spaces:*** Parks and downtown spaces are used creatively for recreation and special events.
- ***High Output with Limited Staff:*** A professional staff of two delivers a volume of programs typically managed by larger departments.



CHALLENGES

- ***Severely Limited Staffing:*** The small size of the Department limits expansion, responsiveness, and oversight of program quality and equity.
- ***Lack of Indoor Public Facility Access:*** The Borough does not operate or regularly program at the Melton Community Center—the only indoor recreation facility in town.
- ***Programming Focused on Signature Parks:*** Park programs and events are primarily held in Marshall Square and Everhart Parks and the town center. This is due to tradition, facilities available in these parks, staffing, and historical patterns of program planning. More programs should be held in smaller parks. Rotation of programs and expanding partnerships could help with phasing in additional venues for public recreation events, programs and activities.
- ***Inadequate Program Tracking:*** No centralized system to monitor participation trends, equity metrics, or evaluate program performance. The tracking is limited to the program inventory.
- ***Limited School Holiday and Summer Youth Programming:*** A significant gap identified by residents, especially for children, youth, and teens.
- ***Marketing and Communications Gaps:*** Limited reach to underserved communities and low visibility for some programs.



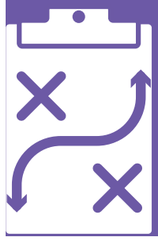
OPPORTUNITIES

- ***Reintroduce and Expand Youth Programs:*** Especially summer camps and school holiday options, which residents strongly desire.
- ***Integrate Melton Community Center into Borough-Wide Programming:*** Promotes equity, addresses historical exclusion, and leverages an existing public asset.
- ***Increase Staff or Develop Operational Partnerships:*** To expand capacity, maintain program quality, and relieve reliance on volunteers.
- ***Formalize Data Collection, Program Evaluation, and Reporting:*** To support planning, equity goals, and future grant applications. An annual report on parks and recreation should be developed, including benefits to the community – social, economic and environmental.
- ***Leverage Event Success for Funding:*** Use participation numbers and volunteer support as evidence for increased Borough or grant investment, especially for staffing.



THREATS

- ***Sustainability of Current Model:*** Risk of burnout and operational breakdown with continued high output and no staffing increase.
- ***Equity Perception and Access Gaps:*** The lack of Borough programming at the smaller parks and the Melton Center along with gaps in youth services may reinforce historical disparities.
- ***Dependence on Partnerships and Volunteers:*** Valuable but not guaranteed year to year; loss of key partners could leave major program gaps.
- ***Limited Indoor Space:*** Weather-dependent programming limits flexibility and year-round service, particularly for seniors, teens, and winter activities.



Recommendations

West Chester Borough offers an impressive range of recreation programs and community events, especially given its limited staffing and operational capacity. However, public input and program analysis reveal opportunities to improve service delivery, address unmet needs—particularly for youth—and expand equitable access to recreation across all neighborhoods. The following recommendations are grounded in community feedback, current program inventory, and an understanding of local capacity. They are intended to guide realistic, phased improvements while recognizing the importance of aligning goals with available resources or advocating for additional staff and support where necessary.

1. Develop a Centralized Program Evaluation and Needs Assessment System

- Track registration, participation rates, and user satisfaction to better assess success, improve offerings, and support future funding requests.
- Prioritize tracking demographic reach (age, residency, neighborhood, etc.) to inform equitable access.
- About 40% of the survey respondents indicated that children, youth and teens were the groups most in need of more recreation services. This is an unusually high finding in a Borough with a parks and recreation department, Typically, the community views this group as well served. The lack of summer recreation and school holiday programming appears to be the reason for this rating.

2. Strengthen Marketing & Communication

- While the range of programs is robust, increasing awareness—especially among underserved populations—could boost participation.
- Consider a quarterly digital/print recreation guide and more consistent social media promotion.

3. Introduce Tiered Program Access

- Develop sliding scale fees or scholarship options to ensure programs remain accessible, especially for youth and families with limited income.

4. Hold Events in Parks and Recreation Facilities Throughout the Borough

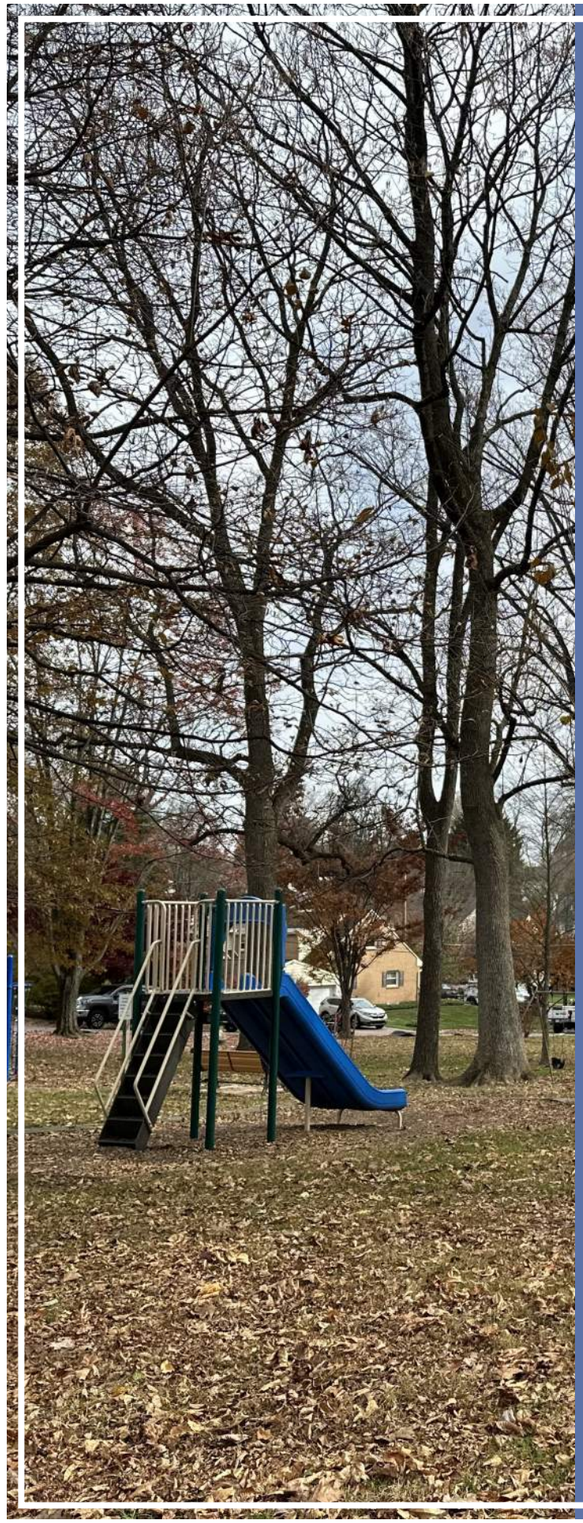
- Phase in the programming and events equitably in parks throughout West Chester Borough. Start with the Melton Community Center.

5. Plan for Capacity

- Programs like pickleball and youth camps are likely near or at capacity.
- Evaluate the need for additional courts, park space, youth programs especially in summer and school holidays, or scheduling efficiencies.

6. Leverage Success for Funding

- Use this high-output, low-staff model as a case study to advocate for increased investment in staff, facilities, and maintenance, park space, youth programs especially in summer and school holidays, or scheduling efficiencies.



Conclusion

West Chester Borough's Parks and Recreation Department demonstrates an extraordinary ability to deliver high-impact, year-round programming with minimal staffing and limited resources. The department's creative use of public spaces, strong partnerships, and diverse offerings have made it a valued and visible presence in the community. However, challenges related to capacity, equity, and sustainability remain. With strategic investment—especially in staffing, program evaluation, and inclusion—West Chester can build on its existing strengths to ensure that all residents, regardless of age, income, or neighborhood, have access to meaningful recreation opportunities. Embracing partnerships with facilities like the Melton Center, expanding youth and indoor programs, and establishing systems for program monitoring and outreach will be critical to fulfilling the Borough's vision of a more connected, active, and equitable community.

Chapter 15
Trails and Connectivity

Trails and Connectivity



Overview: West Chester is growing! Ever a popular destination for visitors and residents alike, the borough is predicted to see an almost 6% population growth rate per year through 2025. However, the borough is only 1.8 square miles wide and geographically boxed in by West Goshen and East Bradford Townships, leaving it with little room to expand. With limited opportunities to create new recreation space within its boundary West Chester must consider regional recreation opportunities and partnerships where possible. Trails offer an exciting way to do just that, allowing West Chester residents to get around town or explore outside the Borough (and all while leaving the car at home!

Why Trails: Trails are more than just a recreational opportunity! Be it by walking, running, biking, or even rollerblading, trails move people and connect them to nature and local and regional destinations. As such it's not all just fun and games. Instead trails are valuable infrastructure that can change how we commute, get around town, or even make our way over to other municipalities for a quick trip. When thinking trails West Chester Borough should think of the big picture with these four benefit areas:

- Transportation and Access
- Recreation
- Environment and Sustainability
- Community Benefits and Equity

Benefits of Trails and Connectivity



Transportation and Access: If you are a new bicyclist, commuting on the road can be intimidating. Trails provide a safe, off-road alternative that make Active Transportation an option for everyone, regardless of age or ability while connecting to other, regional destinations. This can bring economic benefits through increased tourism as well as lessen the associated car traffic that plagues the Borough. West Chester University Students can stop worrying about where they are going to park their car after class knowing there is an easy, safe way to get around town without it.

Recreation: At only 1.8 square miles, the Borough has limited room to ride! Local cycling groups report meeting in parking lots with their bikes strapped to their cars just to ride out of town. Local families, meanwhile, have to navigate a bike rack, car seats, and more to take a family ride in a nearby municipality. Trail access represents a major gap in the Borough's current parks, recreation, and open space land and should be a priority going forward. In turn it will open-up bicycling, running, walking, and more to a whole new group of other people who may otherwise be hesitant to take their chances on the road!

Environment and Sustainability: West Chester wants to cut back on its emissions. A sustainability leader in Chester County, the Borough has taken numerous steps to encourage residents to ditch the car and pick up a bike. A comprehensive trail network bolsters these plans as it provides a safe, off-road option for anyone hesitant to start their Active Transportation journey on-road. Similarly, trail heads and connections beginning in the Borough cut out the need to drive to one. Finally trails offer a unique opportunity to get out of West Chester's dense, urban core and into nature!

Community Benefits and Equity: Everyone should be able to get around, regardless of age. Trails offer connections and access for those too young, or too old, to drive while promoting physical activity and conservation. Much like parks, trails are economic engines, increasing adjacent property values and attracting tourism, cycling groups, run clubs, and more! The car, once the dominant mode of transportation between two municipalities, is entirely optional once again; freeing those without to get out of town and enjoy for awhile.

Where to Start

With parks, maintenance, and more already on the docket adding trails can seem daunting. However, it is important to remember that starting is the most important step and West Chester (luckily) already has a lot to start with! From here it is as easy as identifying a pilot project that can be used to launch the Borough's foray into local, and regional, trail connections.

You Don't Have to Go It Alone: Trails, unlike parks, often span multiple municipalities. This opens the door for unique partnerships that can be rewarding for everyone, creating a recreational amenity that, comparative to parks, is a relatively low upfront investment while simultaneously generating a high return on investment. West Chester Borough should consider trails as not just as what they can accomplish alone but as what regional opportunities it can open up as well. The Consultant Team has compiled findings below highlighting projects that West Chester could complete independently as well as previously developed, county-level studies that present opportunities for multi-municipality collaboration.

Pilot Project: The Turk's Head Trail

Previously highlighted in Chapter 5 - Go West Chester, the Turk's Head Trail proposal offers a unique opportunity as it could be a multi-municipal collaboration or entirely self-contained. Proposed as a rails-with-trails option alongside the existing, seldom-used SEPTA rail right-of-way, it would preserve rail functionality for the historic tourist train that runs throughout the year (or for the return of service) while simultaneously providing a trail that connects multiple municipalities.

This would, of course, require collaboration between these municipalities, including a deal with SEPTA to build a trail within the rail right-of-way, funding contributions, and joint-grant applications. The flip-side, however, is that this also opens the door to a regional Active Transportation and recreation amenity, providing economic and recreational opportunity as well as a gateway to local, multi-municipal collaboration with West Goshen, Thornbury, and Westtown.

Both **Rails-to-Trails** and **Rails-with-Trails** involve reviving former or existing railway corridors for recreational use but are different in approach.

Rails-to-Trails: Abandoned, unused, or otherwise inactive railways are converted into trail corridors for public, recreational use. In this case the tracks are removed or otherwise made inoperable.

Rails-with-Trails: As proposed in the **Turk's Head Trail Plan**, this approach involves building a trail along but not within a railway corridor. **Railways can remain active or be reactivated**, leaving the option open for SEPTA to reinstate railway access to West Chester Borough.

Local Opportunities: West Chester may also decide to pursue the Turk's Head Trail only within the Borough. While more limiting, this is still entirely possible and is not without its benefits. The former SEPTA rail right-of-way provides potential connections to Mosteller Park, Green Field, and John O. Green Park, where the rail line ultimately terminates. John O. Green Park could be positioned as a trail head, spurring further investment and interest in the park. Similarly the trail could act as a connection to Mosteller Park and Green Field which, as of now, are isolated from the rest of West Chester's park system while also providing a safe, off-road connection for West Chester University students to commute between campus, home, and the Central Business District.

As previously mentioned in Chapter 12 - Park Assessments, a small, creek-side trail connection is recommended between Mosteller Park and Green Field. This could act as a tie-in to, or off-shoot of, the Turk's Head Trail depending on how the Borough wants to invest in or frame it. Regardless the Turk's Head Trail offers an excellent starting point for West Chester's trail and connectivity initiatives.

Somewhere to Start: Jumping right into regional trails and multi-municipal partnerships can be daunting. Pilot Projects, such as the local arm of the Turk's Head Trail, offer a way for West Chester to get the ball rolling in a manageable way while still building local support and excitement.

This is a critical step as the Borough can then gauge the feasibility of expansion and regional-scale endeavors. A strong, positive public reaction can mean further resource allocation and a dedicated push while negativity or backlash can help stay the course, re-direct, or abandon further work entirely. The most important thing regardless, however, is taking action.

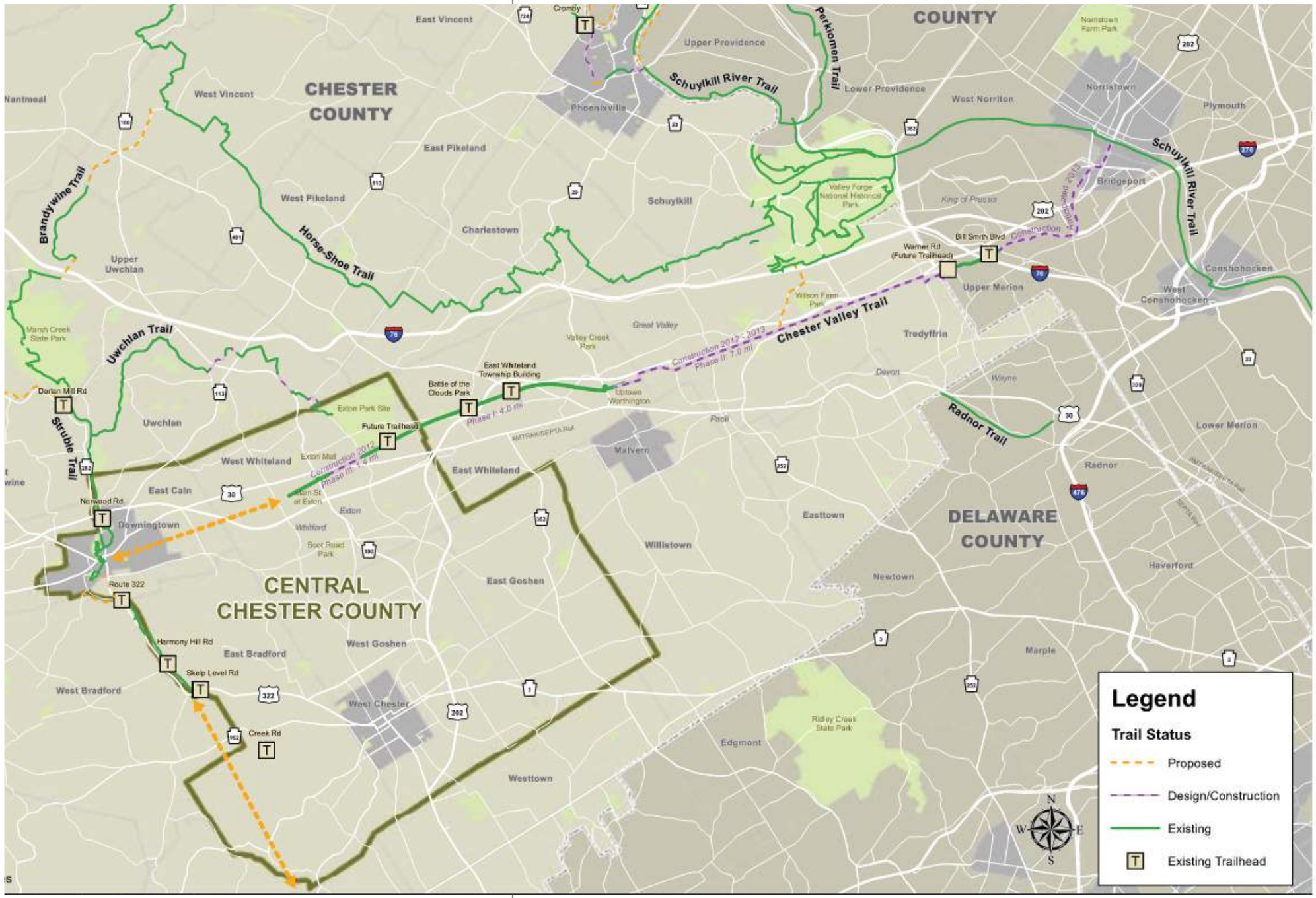


Regional Opportunities

Over the course of the engagement process the consultant team found and presented various opportunities for regional trail connections completed by Chester County are compiled below.

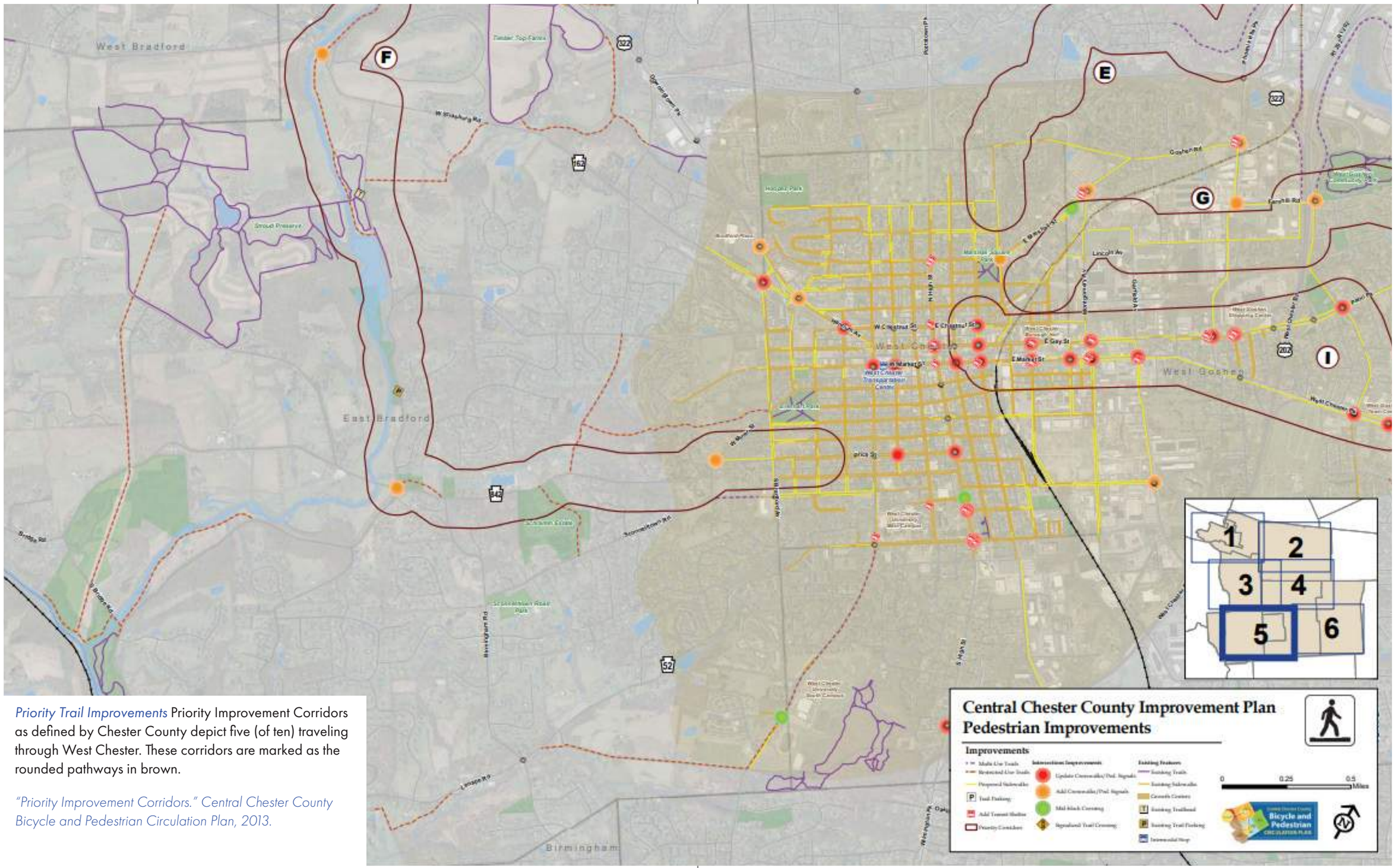
2013 Chester County Bicycle and Pedestrian Circulation Plan: Developed by the Chester County Planning and Health Commissions in 2013, this plan focused on creating "healthy, vibrant, and economically viable communities that facilitate and encourage more walking and biking." Diagrammatic trail maps showed possible off-road, conceptual trails with on-road connectors between East Bradford Township, East Caln Township, Downingtown Borough, West Goshen Township, West Whiteland Township, and West Chester Borough.

In all of the maps within the report, West Chester is shown as a regional centerpoint with trails often meeting in, and traveling through, the Borough. There is an immense recreational and economic opportunity in exploring these connections as it strengthens the Borough's position as a regional hub.



Existing Trails and Connections Within Central Chester County. Central Chester County Bicycle and Pedestrian Circulation Plan, 2013.

Regional Opportunities



Priority Trail Improvements Priority Improvement Corridors as defined by Chester County depict five (of ten) traveling through West Chester. These corridors are marked as the rounded pathways in brown.

"Priority Improvement Corridors." Central Chester County Bicycle and Pedestrian Circulation Plan, 2013.

Regional Opportunities

Priority Trail Improvements: These ten corridors are identified as the ten "priority" corridors in Chester County. These corridors were intended as Chester County's primary on-and-off road trail system to connect the six-aforementioned municipalities to one another. Of these ten corridors, five flow directly through the Borough with the next closest being three in Downingtown.

This indicates that the county already sees West Chester as a major confluence within Central Chester County. In searching for regional partnerships to expand recreation opportunities and trail networks, the Borough should reach out to the County and see what initiatives they are pursuing and what partnerships may be available. In doing so West Chester can strengthen its own trail access while simultaneously positioning itself to be more accessible, driving tourism and economic improvements. As of now only a portion of corridor F have been completed as part of the East Branch Brandywine Trail that runs through the Hammory Hill Nature Area and Brandywine Meadows Preserve.

"Priority Implementation Projects." Central Chester County Bicycle and Pedestrian Circulation Plan, 2013.



Chapter 16
Operations & Management

Operations and Management

The Cornerstone of a Great Parks & Recreation System



Overview: Behind every well-loved park, successful event, or impactful recreation program is a foundation of effective operations and management. In public parks and recreation, this work often goes unnoticed—but it is the essential backbone that ensures facilities are clean and safe, programs are well-run, and services are equitably delivered to the community.

Operations and management represent more than logistics; they reflect a department's capacity to turn vision into reality. Whether it's maintaining playgrounds, managing volunteers, balancing budgets, coordinating friends groups and sports leagues, or responding to resident needs, the quality of these everyday functions directly shapes public trust and satisfaction.

In a small municipality like West Chester Borough, where resources are limited and community expectations are high, effective management becomes even more critical. It requires not only technical expertise and efficiency but also leadership, collaboration, and a deep commitment to public service.

This chapter outlines the full range of functions required to manage a high-performing parks and recreation system and provides recommendations for strengthening organizational capacity to meet current and future demands.

Governance Overview

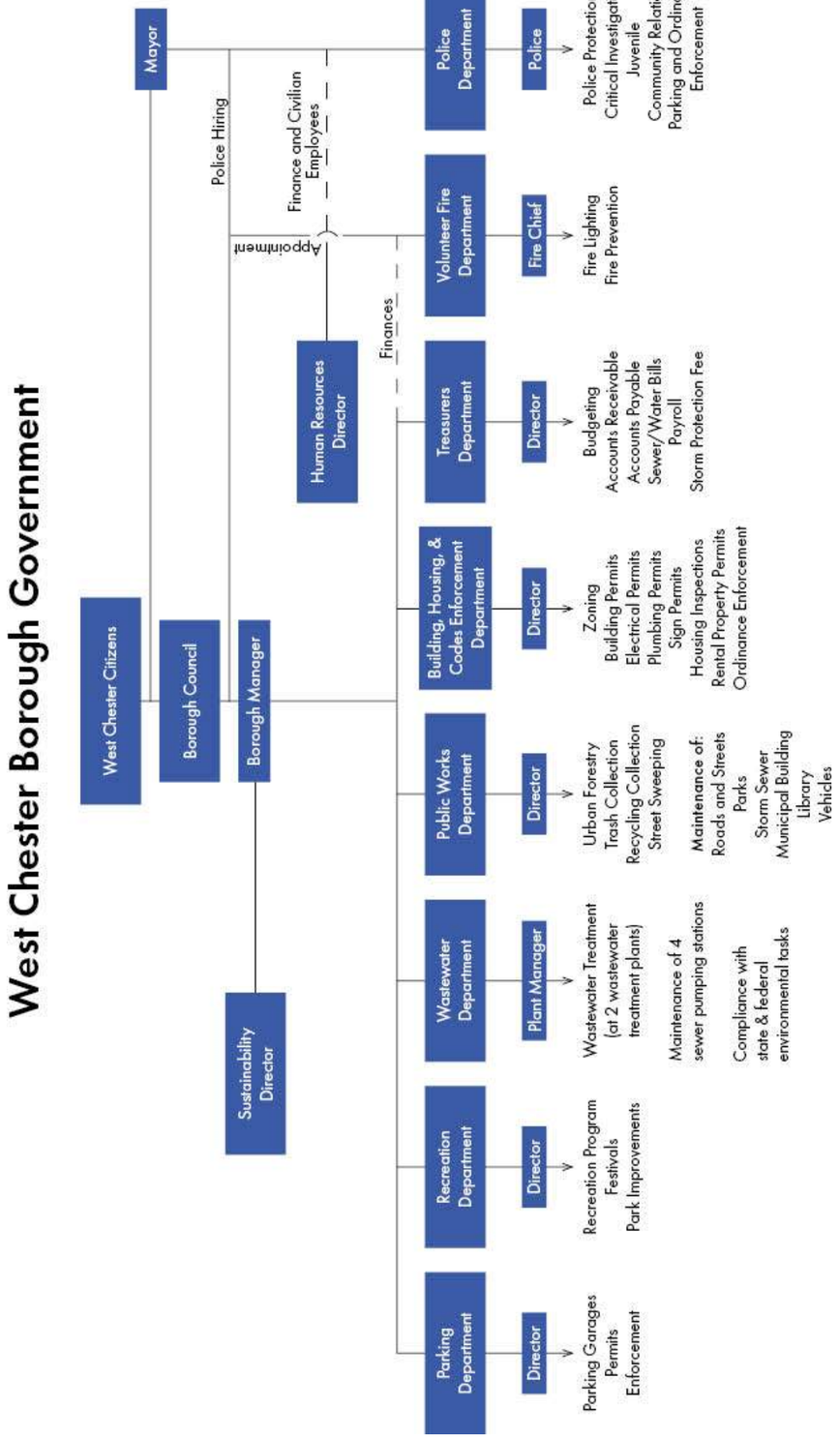
Borough Organization and Parks and Recreation: West Chester Borough operates under a home rule charter with an elected seven-member Borough Council and a Mayor. The Council sets policy and allocates resources, while a professional Borough Manager oversees day-to-day operations, supervises department heads, and implements the policies of Council. Within this municipal structure, parks and recreation is delivered through a collaborative framework involving multiple departments and advisory leadership.

Borough Administration: The Borough Manager plays a central role in aligning parks and recreation operations with overall municipal goals. Borough Administration oversees budget development, grant administration, interdepartmental coordination, legal compliance, and human resources support for all departments. The Manager's office also plays a key role in facilitating partnerships, managing cross-cutting initiatives (such as sustainability or accessibility efforts), and presenting parks and recreation-related priorities to Borough Council.

Recreation Department: The Recreation Department is responsible for developing and delivering recreation programs, planning and managing community events, coordinating park use and rentals, and advancing strategic initiatives related to park access, open space, and public engagement. A small but highly dedicated staff leads this work, supported by seasonal workers, community partners, and volunteers.

Public Works Department: While the Recreation Department focuses on programming, planning, and community services, responsibility for routine park maintenance, including mowing, trash collection, equipment repair, and snow removal, largely resides with the Public Works Department. The two departments work closely together to coordinate daily upkeep, respond to service requests, and manage larger capital projects. As park and trail systems grow more complex, clarifying roles and strengthening communication between Recreation and Public Works is essential for effective and sustainable stewardship. Natural resource management will continue to increase in importance with climate change and public support. This requires a unique skill set to traditional park maintenance.





Sustainability Department: West Chester Borough's Sustainability Department works to advance environmental responsibility, economic resilience, and social equity across the community. Having a dedicated municipal Sustainability Director is still relatively uncommon in Pennsylvania, though it is becoming more common in progressive or urban municipalities. Partnering with the volunteer-based Sustainability Advisory Committee, the department leads initiatives in clean energy, stormwater management, waste reduction, and green building.

Key programs include:

- A commitment to 100% renewable electricity by 2035
- The West Chester Sustainable! building certification
- Curbside recycling, composting, and plastics reduction
- Public outreach through workshops and the Friends of Sustainable West Chester network

Together, these efforts make sustainability a core part of Borough policy and everyday life.

Advisory Committees: Several advisory committees, boards, and commissions focus on parks and recreation, environmental sustainability, urban planning, and parking management. These committees and commissions are integral to maintaining and improving the quality of life in West Chester Borough.

Recreation Commission: The West Chester Recreation Commission serves as the official advisory body to Borough Council on matters related to parks and recreation. Its members, appointed by Council, provide strategic guidance, serve as a bridge between residents and municipal leadership, and ensure that community perspectives shape the Borough's direction.

Planning Commission: The Planning Commission is responsible for reviewing land development projects and ensuring they align with the Borough's zoning and subdivision codes. Comprising seven resident members appointed by the Borough Council, the Commission evaluates proposals for new developments, subdivisions, and zoning amendments, providing recommendations to Borough Council. This includes recommendations on the Mandatory Dedication of Parkland.

Parking Committee: The Parking Committee's mission is to recommend actions to the Borough Council that facilitate residents' and visitors' access to homes and businesses by ensuring meaningful parking opportunities. The committee oversees the Parking Department, focusing on efficiency and efficacy, and develops sustainable parking policies to support the borough's smart growth.

Sustainability Advisory Committee: The Sustainability Advisory Committee focuses on promoting environmental initiatives within the borough. Their efforts include programs like Adopt-a-Rain Garden, Clean Energy initiatives, recycling events, and stormwater management. The committee also works on policies related to single-use plastics and provides resources for utility assistance programs.

Tree Commission: The Tree Commission is dedicated to the preservation and enhancement of the borough's urban forest. They oversee the planting, maintenance, and removal of trees on public property, ensuring the health and safety of the community's green spaces.

Ad Hoc Committees

When the Borough undertakes a project, Council can appoint a temporary citizens' advisory committee for it. One example is the PROS Plan Advisory Committee.

Park, Recreation, and Open Space Plan Advisory Committee (PAC): The PAC was a volunteer group established to guide the development of the Borough's Parks, Recreation, and Open Space (PROS) Plan—a comprehensive 10-year strategy aimed at enhancing the community's recreational and green spaces. This initiative marks the first major update to the Borough's parks and recreation planning since 1986.

PAC Purpose and Responsibilities: The PAC served as the PROS Plan's steering committee, collaborating with the Borough's Recreation Department and the planning team consultants to:

- Evaluate existing parks, playgrounds, and open spaces for accessibility, safety, activities and recreation/environmental opportunities, comfort and image, and sociability.
- Identify opportunities for new park development, facility upgrades, and land acquisition.

- Assess community needs and recreation programming through public engagement.
- Develop recommendations for sustainable improvements and funding strategies.
- Ensure compliance with ADA standards while promoting inclusive and welcoming access to recreational facilities

The PAC's work included providing valuable insights about community needs, sharing local knowledge, identifying key contacts and partners, and helping to shape meaningful public engagement. Members participate in public meetings, offer feedback on emerging ideas, and serve as ambassadors for the planning process—ensuring that the plan reflects the voices and priorities of West Chester's diverse neighborhoods.

The PAC comprised nine members, including representatives from the Borough Council, Planning Commission, Recreation Commission, the local business community, and five residents. No prior experience was required for resident members—just a passion for parks and community engagement.

Support Groups

Support groups play an essential role in the vitality and long-term success of parks, recreation, and open space systems. These organizations—including "Friends of" groups, conservancies, nonprofit partners, neighborhood associations, and volunteer coalitions—bring energy, expertise, and grassroots leadership to public spaces. They often serve as trusted community liaisons, helping to engage residents, raise funds, coordinate volunteers, and advocate for park improvements.

In many communities, these groups extend the capacity of municipal government by stewarding specific parks, organizing programs and events, and enhancing public awareness of natural and cultural resources. Their contributions foster community pride, ownership, and a shared commitment to protecting and improving the public realm.

This section highlights the support groups active in West Chester Borough, outlines their missions and accomplishments, and explores opportunities for strengthening collaboration and expanding their impact.

Chester County Planning Commission While not technically a support group, the Chester County Planning Commission (CCPC) provides critical support to municipalities in planning, developing, and enhancing parks, recreation, and trail systems. This support helps local governments align with countywide goals for livability, sustainability, and community health as outlined in the County's comprehensive plan, Landscapes3. Key areas of CCPC support include:

Planning Guidance and Technical Assistance

- Assists municipalities in developing and updating park, recreation, open space, and trail plans.
- Offers guidance on best practices for greenway planning, trail connectivity, and park design.
- Helps local governments incorporate recreation planning into comprehensive and multi-municipal planning efforts.

Funding and Grant Support

- Provides grant guidance by identifying state and regional funding sources (such as DCNR, DVRPC, and county open space funds).
- Helps municipalities develop competitive grant applications, including letters of support and assistance with project scoping.

Regional Coordination

- Facilitates inter-municipal collaboration for large-scale trail systems like the Chester Valley Trail and Schuylkill River Trail extensions. These are important trails to the residents of West Chester Borough.
- Works with local and regional partners to connect local trail projects to broader networks across the County and region.

Mapping and Data Resources

- Offers GIS data, mapping tools, and analysis to support open space planning, trail alignment, and facility inventories.
- Maintains and updates online resources such as the Interactive Parks and Trails Map and the Protected Open Space Tracking system.

Education and Outreach

- Hosts training sessions, workshops, and planning forums to share knowledge and build local capacity.
- Develops and distributes toolkits, planning guides, and model ordinances to help municipalities implement best practices.

By serving as a resource hub, convener, and planning partner, the Chester County Planning Commission plays a key role in helping local communities, including West Chester Borough, expand recreation opportunities, improve park infrastructure, and create connected greenway systems that benefit residents and visitors alike.

Park Friends Groups

Park Friends Groups are grassroots organizations formed by community members who share a deep commitment to their local parks. Their primary purpose is to support the care, improvement, and enjoyment of these public spaces through volunteerism, advocacy, fundraising, and community engagement. Whether formally organized or informally led by dedicated neighbors, these groups play a vital role in enhancing the quality and sustainability of parks.

Friends Groups often serve as the "eyes, ears, and hands" of a park—identifying needs, organizing clean-ups and events, raising funds for amenities, and working in partnership with municipal staff to support long-term stewardship. They help foster a sense of ownership and pride among residents while encouraging broader community involvement.

This section profiles the Friends Groups active in West Chester Borough, highlighting their missions, key accomplishments, and opportunities to strengthen their role in supporting a vibrant, well-maintained, welcoming and inclusive park system.

West Chester's Park Friends

West Chester Borough has three active park friends groups and five smaller groups that are not active. One central organization for park friends, the West Chester Borough Park Friends Association, has been in the state of flux since the onset of COVID.

FRIENDS OF EVERHART PARK: The Friends of Everhart Park (FOEP) is a dedicated nonprofit organization based in West Chester, Pennsylvania, committed to preserving and enhancing the natural beauty and community value of Everhart Park. Established in 1989 in response to a proposed utility pipeline that threatened the park's ancient hardwood trees, FOEP has since played a pivotal role in maintaining and improving this cherished 10-acre green space.

Mission and Goals: FOEP's mission centers on restoring Everhart Park to its historical roots while integrating new features that serve the evolving needs of the community. Their goals include:

- Constructing a tool shed within the park
- Building a wetland boardwalk with educational signage
- Creating a stroller-friendly entrance at Miner and Union Streets
- Installing new benches and labeling various tree species
- Mapping the park and establishing a lending library
- Re-turfing areas and addressing erosion issues
- Collaborating with the borough to enhance restroom accessibility

Key Projects and Initiatives: Over the years, FOEP has spearheaded numerous projects to enrich the park's environment and user experience:

- Planting over 13 trees and mulching them for protection
- Trimming existing trees in collaboration with the borough

- Stewarding a Little Free Library for community use
- Developing a Monarch Way Station to support pollinator habitats
- Designating a "Forest Bathing" area to encourage mindfulness and connection with nature

Community Engagement and Events: FOEP actively engages the community through various events and volunteer opportunities, such as:

- Annual spring and fall clean-up days
- Perennial plant sales to raise funds for park improvements
- Participation in local festivals and educational programs.

Membership and Support: Community members can support FOEP through two membership options:

- Active Household Membership ($20/year): Includes volunteering at events like plant sales and park clean-ups.
- Guilt-Free Household Membership ($50/year): Provides financial support without volunteer commitments.

Membership contributions directly fund ongoing and future projects aimed at enhancing Everhart Park for all visitors.

FRIENDS OF HOOPES PARK: The Friends of Hoopes Park is a volunteer-driven community group dedicated to preserving, enhancing, and activating Hoopes Park—the largest public park in West Chester Borough, spanning 16.2 acres. Named after botanist Josiah Hoopes, the park was originally established in 1872 as an arboretum and continues to serve as a vital green space for recreation, education, and community gatherings.

Mission and Goals: The Friends of Hoopes Park aim to:

- Restore and maintain existing park facilities
- Introduce new amenities aligned with current and future community needs
- Foster local support and pride for this cherished public space
- Specific initiatives include improving tennis courts, upgrading the pavilion, adding fitness trail equipment, and enhancing tree and grounds maintenance.

Projects and Initiatives: The group has been instrumental in several key projects:

- Racquet Center Rehabilitation: Collaborating with the Borough and engineers to renovate tennis courts and add pickleball courts, supported by grants from DCNR and DCED.
- StoryWalk® Installation: Partnering with the West Chester Public Library to create a StoryWalk®—a series of story panels along a park trail to promote literacy and outdoor activity.
- Wildlife Habitat Enhancement: Installing owl and bat houses to support local biodiversity.

Community Engagement: The Friends group actively engages the community through events and volunteer opportunities, such as park clean-up days and seasonal activities.

Community members can support the Friends of Hoopes Park by volunteering, attending events, or making tax-deductible donations.

FRIENDS OF MARSHALL SQUARE: The Friends of Marshall Square Park (FMSP) is a volunteer-based nonprofit organization committed to the preservation, enhancement, and community engagement of Marshall Square Park—the oldest public square in West Chester Borough. Established in 2005, FMSP continues a legacy of civic stewardship that began when the park was first dedicated in 1848.

Mission and Purpose: FMSP's mission is to support the care, preservation, and improvement of Marshall Square Park for the benefit of West Chester residents. The organization focuses on:

- Preserving the park's historic features, including its arboretum, hardscape, and historic structures.
- Raising awareness among local government entities about the park's significance.
- Prioritizing and defining park projects for approval and funding.
- Fundraising through memberships, donations, grants, and events.
- Encouraging responsible use of the park by promoting community activities.

Key Projects and Accomplishments: FMSP has spearheaded numerous initiatives to enhance the park's infrastructure and historical integrity including:

- Fountain Restoration: Recovered and restored the historic Jack Loew Memorial Fountain, originally installed in 1889 and re-dedicated in 2016.
- Playground Improvements: Installed new playground equipment and fencing to create a safe and engaging area for children.
- Swiss Cottage Rehabilitation: Restored the 1878 Swiss Cottage, a unique architectural feature within the park.
- Tree Identification Project: Labeled various tree species and developed a tree map/guide to educate visitors about the park's botanical diversity.
- Historic Pathway Restoration: Uncovered and maintained the park's original brick swales and pathways.

Community Engagement and Events: FMSP fosters community involvement through a variety of events and programs:

- Music at Marshall: A summer concert series featuring local musicians and community potlucks.
- Progressive Dinner: An annual neighborhood event where participants enjoy courses at different homes.
- Park Cleanup Days: Organized efforts to maintain the park's cleanliness and appearance.
- Christmas Luminaria: A festive display of luminaria throughout the park during the holiday season.

Membership and Support: Community members can support FMSP through various means:

- Membership: Annual memberships help fund ongoing projects and initiatives.
- Donations: Tax-deductible contributions support the park's maintenance and improvement.
- Volunteering: Opportunities are available on committees such as Events, Concerts, and Membership Outreach.

MELTON COMMUNITY CENTER: Currently, there is no formally designated "Friends of the Melton Community Center" group akin to the Friends organizations supporting parks like Everhart, Hoopes, or Marshall Square in the Borough. However, the Charles A. Melton Arts & Education Center benefits from substantial community support through various partnerships, volunteer initiatives, and dedicated funding efforts.

Community Support and Partnerships: The Melton Center collaborates with numerous local organizations to enhance its programs and services. For instance, the West Chester Green Team has partnered with the center to provide children's programming focused on environmental education and sustainability.

Additionally, the 2Fish Community Café, operating within the Melton Center, exemplifies a successful partnership that combines culinary training, academic assistance, and charitable meals to support the community.

WEST CHESTER GREEN TEAM: The West Chester Green Team (WCGT) is a non-governmental civic organization dedicated to promoting environmental sustainability and education in the community. Formed in January 2019, WCGT emerged from the collaboration of four local environmental groups: Don't Spray Me!, Plastic-Free Please, Ready for 100, and Chester County Citizens for Climate Protection.

Mission and Objectives: WCGT's mission is to educate the public and foster green initiatives that harmonize with nature and community well-being.
The organization focuses on several key areas:

- Climate & Energy: Advocating for renewable energy adoption and climate change mitigation strategies.
- Air & Water Quality: Monitoring and improving local air and water resources.
- Pesticides & Herbicides: Reducing the use of harmful chemicals in public and private spaces.
- Plastics Reduction: Encouraging the decrease of single-use plastics through community education and policy support.
- Dark Skies Initiative: Promoting responsible lighting to protect nocturnal environments.
- Living Landscapes: Supporting the creation and maintenance of sustainable gardens and green spaces.

Community Engagement and Events: WCGT actively engages the community through various events and programs:

- West Chester Porchfest: An annual music festival that brings together local musicians and residents to celebrate community and sustainability.
- Educational Workshops: Hosting seminars on topics like organic gardening, plastic reduction, and climate action.
- Collaborations with West Chester University: Partnering on events such as film screenings and discussions to promote environmental awareness.
- Residents interested in supporting WCGT's mission can participate by volunteering, attending events, or donating.

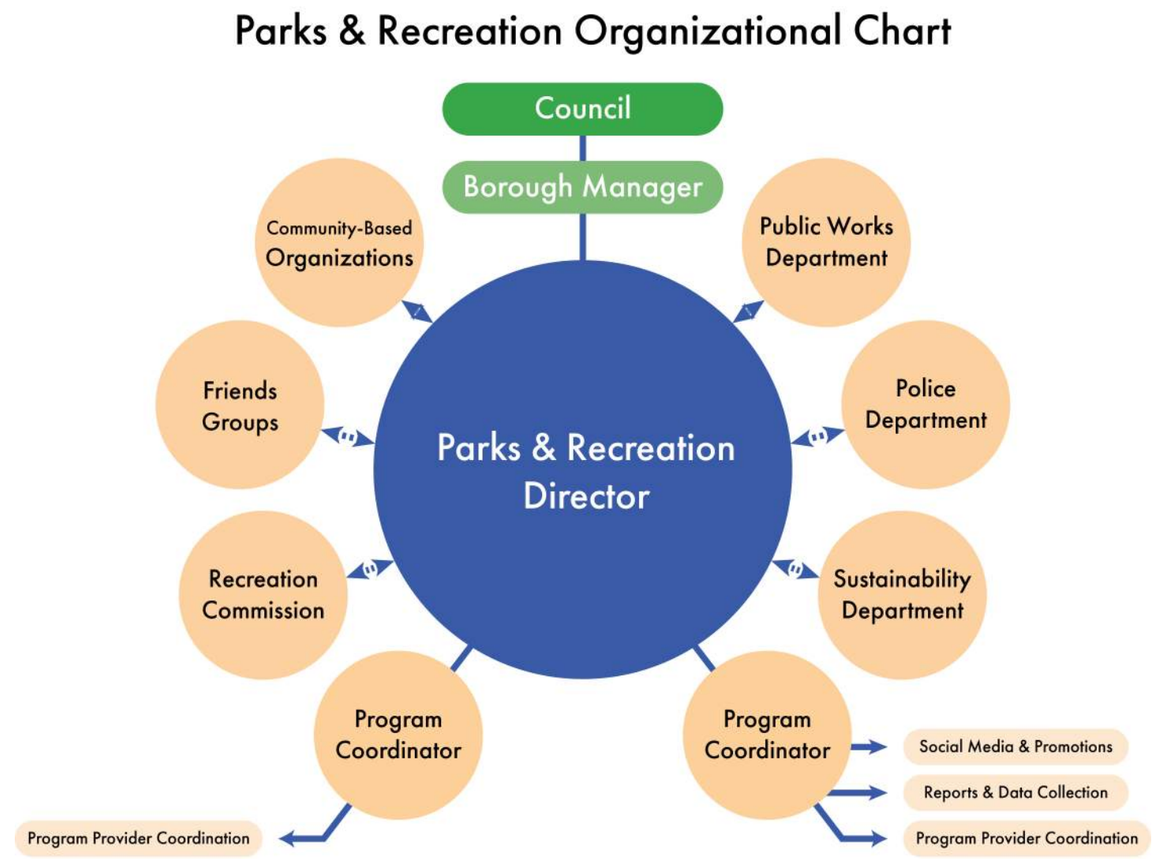
A Coordinated Framework for Success: Together, these entities form an integrated governance framework that enables West Chester to deliver meaningful parks and recreation services despite limited staffing and resources. Success depends on strong collaboration, clearly defined responsibilities, and a shared commitment to providing high-quality, equitable, and responsive services to all residents.

Organizational Structure and Staffing

As shown in the departmental organizational chart, the West Chester Recreation Department is led by the Parks & Recreation Director in partnership with other Borough departments and supported by a Program Coordinator, private and non-profit sector partners, and volunteers. This core team plans and delivers a wide array of events, programs, and services that benefit residents of all ages. Despite its modest size, the Department operates year-round and manages park rentals, capital improvement planning, maintenance oversight, and public communications related to recreation.

As the community's needs grow and the Department takes on expanded responsibilities, the current staffing model is being stretched. Future organizational assessments are recommended to identify additional staffing or shared service options in conjunction with budget planning.

Recreation Department Operations



Although a common perception is that a Recreation Department's function is to directly provide programs, the Department is responsible for so much more as shown in the sidebar on core functions and tasks. Recreation departments are vital to community well-being, public health, and quality of life. Their responsibilities go far beyond organizing events or maintaining green spaces. These departments manage complex systems that integrate recreation programming, environmental stewardship, infrastructure maintenance, public engagement, and policy implementation. Whether coordinating a camp, restoring a streambank, or coordination on maintaining safe, welcoming parks, the work of a Recreation Department reflects a commitment to accessible, responsive, and sustainable public service. Before 2019, the Recreation Department had many more full, part-time and seasonal staff than the two full-time now available. It is important to consider this in light of all the functions the Department carries out. The sidebar on Core Functions and Tasks outlines the broad scope of functions and tasks typically carried out by such departments.

Core Function and Tasks of a Recreation Department

PLANNING AND ADMINISTRATION

- Develop and implement Parks and Recreation Master Plans
- Strategic planning and goal setting
- Develop and administer budgets
- Track performance metrics and outcomes
- Prepare reports and presentations for elected officials
- Grant writing and administration
- Interdepartmental coordination
- Develop and enforce department policies and procedures

PARK OPERATIONS AND MAINTENANCE

- Daily coordination of maintenance of parks, playgrounds, trails, and sports fields
- Litter collection, mowing, tree trimming, and landscaping
- Restroom cleaning and facility upkeep
- Facility inspections and risk management
- Repairs and replacements of park infrastructure
- Snow and ice removal in parks
- Graffiti removal and vandalism response
- Utility and vendor management

RECREATION PROGRAMMING AND SERVICES

- Plan, direct and implement major special events that attract about 50,000 participants
- Develop and implement year-round recreation programs
- Coordinate camps, sports leagues, and fitness programs
- Offer cultural, arts, and special interest programs
- Conduct program evaluations and registration tracking
- Recruit and supervise partners instructors, coaches, and volunteers
- Provide inclusion services for people with disabilities

EVENTS AND COMMUNITY ENGAGEMENT

- Plan and manage special events (festivals, concerts, etc.)
- Coordinate parades and community celebrations
- Facilitate permits for private events in parks
- Manage volunteer programs and events
- Conduct public engagement (surveys, meetings, etc.)
- Produce program guides and promotional materials
- Respond to complaints and service requests
- Outreach to underserved populations
- Provide staff support to committees and task forces
- Advise elected officials on trends and needs

Core Function and Tasks of a Recreation Department (cont.)

FACILITY AND ASSET MANAGEMENT

- Operate and schedule athletic fields, courts, and rec centers
- Manage facility reservations and rentals
- Coordinate capital improvements and construction projects
- Maintain asset inventories
- Ensure ADA compliance and safety standards

NATURAL RESOURCE MANAGEMENT

- Oversee trails and natural area infrastructure
- Preserve and manage natural areas, woodlands, and wetlands
- Implement invasive species control and habitat restoration
- Conduct tree planting and care initiatives
- Monitor and improve biodiversity in park ecosystems
- Partner with environmental groups and agencies

CUSTOMER SERVICE AND COMMUNICATIONS

- Manage program registration and customer inquiries
- Maintain website and social media

REVENUE GENERATION AND PARTNERSHIPS

- Collect program fees and rental charges
- Develop sponsorship and naming rights programs
- Facilitate public-private and nonprofit partnerships
- Implement developer contribution policies
- Lease park facilities for vendors

SAFETY AND RISK MANAGEMENT

- Conduct safety inspections and audits
- Train staff in CPR and emergency procedures
- Manage incidents and accident reporting
- Ensure regulatory compliance
- Coordinate with emergency responders

POLICY AND GOVERNANCE SUPPORT

- Support and coordinate advisory boards or commissions
- Implement municipal ordinances related to parks
- Provide staff support to committees and task forces
- Advise elected officials on trends and needs

Organizational Structure and Staffing

The Borough of West Chester Public Works Department is structured specifically to be responsive to "todays" needs of its residents and also to provide adequate management and maintenance to the Borough's infrastructure and other assets. Listed below are some of the primary responsibilities of the Public Works Department:

- Traffic Signals
- Borough roads and some state highways
- Ordinance Compliance
- Parks and Playgrounds
- Sanitary Sewer Systems
- Storm Water Systems
- Street Lights
- Fleet and equipment
- Solid Waste Collection
- Yard Waste Collection
- Big Belly/Litter Collection
- Recycle Collection
- Snow Removal
- Street Sweeping
- Street Signs
- Tree planting and pruning
- Pavement Markings
- Curb Painting
- Buildings and Grounds
- Parking lots and garages
- Capital Improvements Administration and Management
- Permit Issuance

While this list illustrates the breadth and complexity of responsibilities handled by the Public Works Department, it is important to recognize that park maintenance is only one function among many performed. Park upkeep requires specialized skills—such as turf management, playground safety



inspections, and horticultural care—that differ significantly from the traditional responsibilities of public works crews. The Borough of West Chester has structured its Public Works Department to be responsive to the evolving needs of today's residents while also providing professional management and maintenance of the Borough's infrastructure and assets. In addition to parks and playgrounds, the department oversees a wide range of systems and services, including traffic signals, roads, stormwater and sanitary sewer systems, solid waste and recycling collection, street lighting, vehicle fleet maintenance, public buildings, and capital project oversight. This multifaceted portfolio reflects the department's critical role in maintaining the health, safety, and daily functioning of the Borough—and underscores the importance of clear coordination and dedicated expertise when it comes to maintaining and enhancing the Borough's park system.

Benchmarks

According to the National Recreation and Park Association's 2025 Financial Management and Budgeting Agency Performance Review, municipalities with populations under 20,000 have six parks and recreation full-time equivalent employees. The six FTE's is reported by the lower quartile of municipalities. The median number was 13.8 with 32 FTEs reported by the upper quartile of municipalities. West Chester Borough as two FTEs in Recreation and 30 FTEs in Public Works for park maintenance.

Partnerships, Community Engagement, and Collaboration are a cornerstone of West Chester's recreation system. The Recreation Department has built strong partnerships with nonprofit organizations, businesses, and other governments to expand its reach. Examples include co-sponsored events, shared use of facilities, and multi-agency collaborations on programming.

Historically, public engagement in West Chester Borough's parks and recreation system has centered largely around the three major Friends Groups—those affiliated with Everhart, Hoopes, and Marshall Square Parks. These groups have played an important role in advocating for improvements and investing volunteer energy into signature parks. However, this engagement has been uneven across the system. Smaller neighborhood parks and the Melton Community Center have seen limited community involvement and few formal channels for resident input. As a result, investment and attention have tended to concentrate in parks with active Friends Groups, leaving others without a comparable voice or champion.

Another challenge has been the informal process by which park projects have moved forward. Friends Groups often bring proposals directly to Borough Council, which has historically approved requests in the absence of a long-range plan or formal evaluation framework. While this approach is understandable—given the lack of strategic guidance and the community's eagerness to improve beloved spaces—it has sometimes bypassed staff review, data analysis, and broader community input.

With the adoption of the PROS Plan, West Chester Borough now has an opportunity to establish a more inclusive, transparent, and collaborative approach to public engagement. The plan's data collection, needs assessments, and system-wide perspective provide a strong foundation for prioritizing investments based on equity, access, and demonstrated need. Moving forward, a more structured review process—guided by the PROS Plan and coordinated between the Recreation Department, Borough Council, and community stakeholders—will ensure that decisions reflect the best available information and the shared goals of the entire community.

This shift does not diminish the value of Friends Groups; rather, it invites them to be part of a larger, coordinated system that balances local passion with community-wide priorities. Through this lens, public engagement can grow beyond individual park advocacy to become a driving force behind an equitable, vibrant, and connected parks and recreation system for all residents.

Technology and Information Management: West Chester uses recreation software to manage program registration. As demand for services and transparency grows, additional technology investments will help track usage, assess performance, and provide real-time feedback loops. A future goal could be to develop dashboards and GIS-based tools for mapping park access, tracking maintenance, and visualizing capital needs.

Maintenance and Asset Management: Parks and recreation maintenance is a shared responsibility between Parks and Recreation and the Public Works Department. As the system expands, this shared model needs clearer delineation especially with respect to park planning, with the possible addition of dedicated park maintenance staff. A system-wide maintenance plan and asset inventory are recommended to ensure timely upkeep, safety, and life-cycle management.

Strengths, Challenges, Opportunities, and Threats

STRENGTHS

- ***Dedicated Leadership Across Departments:*** Strong coordination through Borough Manager, Recreation Director, Public Works, and interdepartmental collaboration.
- ***Highly Committed Staff and Volunteers:*** Core staff and advisory volunteers provide exceptional dedication and service.
- ***Active Friends Groups in Signature Parks:*** Provide fundraising, stewardship, and advocacy in key parks.
- ***Sustainability Department and Advisory Committee:*** Embeds environmental and equity goals into operations.
- ***Support from Chester County Planning Commission:*** Enhances planning through grants, GIS, and technical assistance.
- ***Strong Partnerships:*** Collaboration with nonprofits, BID, Chamber of Commerce, and regional agencies broadens impact.



CHALLENGES

- ***Insufficient Recreation Staffing:*** Staffing is well below national benchmarks, limiting capacity and reach.
- ***Unbalanced Engagement and Investment:*** Parks without Friends Groups receive less attention and funding.
- ***Lack of Structured Project Review Process:*** Proposals sometimes bypass strategic review or alignment with community needs.
- ***Undefined Maintenance Roles:*** Park upkeep responsibilities between Public Works and Recreation are based on historical precedent and need to evolve with workload cost tracking, technology and natural resource management/ sustainability initiatives..
- ***Limited Technology and Data Systems:*** Lacks digital tools to monitor assets, track data, or analyze equity.



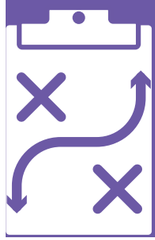
OPPORTUNITIES

- ***Implementing the PROS Plan Framework:*** Guides data-driven decisions and prioritization of resources.
- ***Formalizing Engagement Channels:*** Broadens participation beyond Friends Groups and encourages inclusion.
- ***Building engaging relationship with Melton Community Center:*** Opens possibilities for indoor recreation and inclusion of the park in Borough-wide system to foster expanded welcoming community-wide park and recreation system and community cohesion.
- ***Expanding Staffing and Capacity:*** Justifies future staffing needs through benchmarks and operational gaps.
- ***Investing in Technology and Asset Management:*** Improves transparency, resource allocation, and maintenance tracking.
- ***Leveraging Regional and State Support:*** Aligns with county and state plans to pursue funding and expand trails.
- ***Strengthening Collaboration with Public Works:*** Clarifies roles and integrates natural resource stewardship.



THREATS

- ***Continued Staffing Constraints:*** May limit execution of PROS Plan recommendations.
- ***Volunteer Burnout or Group Imbalance and Implications for Legacy Planning as Friends Groups stakeholders cease involvement:*** Heavy reliance on a few Friends Groups could reduce equity and capacity.
- ***Competing Capital Priorities:*** Recreation improvements may be deprioritized amidst broader infrastructure needs.
- ***Maintenance Backlog and Infrastructure Aging:*** Without attention, aging assets could create safety and quality concerns.
- ***Fragmented Communication and Oversight:*** Lack of coordinated review may result in reactive rather than strategic action.



Organizational Structure and Staffing

The following strategic recommendations are grounded in the SCOT (Strengths, Challenges, Opportunities, Threats) Analysis of West Chester Borough's Parks and Recreation system. They are designed to build upon the Borough's existing strengths, address its current challenges, take advantage of timely opportunities, and mitigate potential threats. These recommendations provide a clear and actionable path toward a more equitable, sustainable, and well-managed parks and recreation system.

Establish and Implement a Formal Project Review and Approval Framework: Create a standardized review process for capital and program proposals. Use the PROS Plan and needs assessments to evaluate proposals and ensure equitable investment. Require departmental and Recreation Commission review before Borough Council deliberation and decision-making. Provide Council with timely well-crafted information to support their discussions and effective decision-making.

Convene an Annual Stakeholder Summit Prior to Budget Development: The Recreation Department should host an annual Parks and Recreation Stakeholder Summit each spring or early summer. Invite stakeholders including Borough Council members, Recreation Commission, Friends Groups, the Melton Community Center, Public Works, Sustainability, youth sports leagues, community organizations, and interested residents. Facilitate a structured discussion of emerging needs, opportunities, and constraints. Use the summit to collaboratively set priorities and shape the content of the annual Parks and Recreation Work Program and budget request. Document and share the outcomes to build transparency, alignment, and accountability.

Develop an Annual Parks, Recreation, Open Space, and Trails Work Program: Based on the Summit and other data, create a clear, actionable annual work program that outlines major projects, initiatives, partnership efforts, and ongoing responsibilities. Align the work program with PROS Plan recommendations, capital priorities, community input, and available staffing. Use the work program to set clear expectations, track progress, and report accomplishments to Borough Council and the community. Incorporate feedback from Friends Groups, staff, advisory committees, and other partners to ensure collaborative input and consistency between meeting Borough community needs and projects proposed by community-based organizations..

Expand Recreation Department Staffing and Capacity: Develop a phased staffing plan aligned with national benchmarks. Consider shared services or contracted support for programming and maintenance. Prioritize hires with expertise in outreach, inclusion, and sustainability.

Broaden and Formalize Community Engagement Channels: Create a Parks and Recreation Community Engagement Policy. Elevate underrepresented voices through neighborhood liaisons and hold regular forums focused on underserved parks and the Melton Community Center.

Integrate Technology and Asset Management Tools: Invest in recreation and asset management software. Work toward using GIS for park condition tracking and create public dashboards to report on equity, usage, and capital improvements.

Clarify and Evolve Maintenance Roles with Public Works: Conduct a maintenance task audit and cost analysis. Define clear responsibilities between departments. Develop formalized workload cost tracking, shared work plans and protocols for natural resource care.

Support Friends Groups with Training and Legacy Planning: Provide governance and fundraising training to establish Friends Groups in all parks. Recruit assistance from successful friends groups to spur the formation and success of additional friends groups. Promote succession planning and create a Borough-wide Friends network to enhance coordination and peer learning.

Strengthen the Partnership with the Melton Community Center: Establish shared programming and facility use agreements. Include Melton Park in system-wide planning and branding. Highlight the Center in Borough communications.

Leverage External Funding and Regional Alignment: Seek grants aligned with Landscapes3, the Chester County Bicycle Plan, and the PA Outdoor Recreation Plan. Prioritize safe places to bicycle to connect with the regional trail projects and prepare strong, data-informed applications.

Implement a Capital Investment Prioritization Framework: Use PROS Plan criteria to prioritize projects. Facilitate joint workshops with Council and stakeholders and integrate priorities into multi-year budgets.

Create a Parks and Recreation Performance Dashboard: Track indicators like access, participation, maintenance, and project delivery. Share public-facing dashboards and use metrics to guide decision-making and accountability.

Conclusion

West Chester Borough's ability to deliver a high-quality, inclusive, and sustainable parks and recreation system depends on the strength of its organizational foundation. This chapter has detailed the structures, partnerships, and operational frameworks that currently support parks and recreation, while also identifying critical gaps in staffing, coordination, and capacity. With the PROS Plan in place, the Borough is now positioned to modernize its systems, align efforts across departments, and ensure that investments reflect community-wide needs and priorities. By advancing the strategic recommendations outlined in this plan, West Chester can create a more responsive, equitable, and resilient recreation system—one that honors its legacy of civic stewardship while meeting the evolving demands of a diverse and growing population. In doing so, the Borough will not only strengthen public trust and satisfaction but also ensure that parks and recreation remain a cornerstone of community life for generations to come.





Chapter 17
Financing Parks and Recreation

Investing in Our Community Financing Parks and Recreation.



Overview: According to the Borough's 2025 municipal budget message, West Chester's financial health is closely tied to its popularity as a place to live, work, and visit. Attracting and retaining businesses, visitors, and residents is a shared priority between the public and private sectors. Research consistently shows that quality of life—including access to parks, trails, and recreation opportunities—is a key factor in business decisions about where to locate or expand.

Parks and recreation are not just amenities—they are essential public services that enhance quality of life, promote health, support environmental sustainability, and strengthen social connections. In West Chester Borough, the Recreation Department has made notable progress in expanding programming, producing successful community events, and investing in much-needed capital improvements. As use grows and infrastructure ages, maintaining and advancing these services will require stable, diversified, and forward-looking financial strategies.

Shaping the Future: Redevelopment, Revenue, and Community Investment: As a fully developed community, West Chester Borough's population growth will occur primarily through redevelopment, typically at higher densities than existing development. Most neighborhoods will continue to maintain stable land use patterns. In the downtown area, zoning regulations allow multifamily and mixed-use developments of up to seven stories in certain locations. Over the past five years, four of the Borough's six largest land development proposals have been apartment projects, totaling 869 proposed new housing units. Once fully occupied, these projects could increase the Borough's population by approximately 1,800 residents—about 9% above the July 2023 census estimate of 19,658—within five years.

The remaining two major proposals include a new hotel in the downtown core, expected to be completed in 2025, and a warehouse distribution center on a 28-acre site formerly occupied by the Wyeth pharmaceutical company. To accommodate this growth and redevelopment, the Borough is planning strategic infrastructure investments in sewer systems, roads, stormwater management, and parks, while maintaining current levels of public safety services.

These six large developments are projected to generate $4.2 million in sewer tap-in fees, $484,000 in additional annual property tax revenue, $716,925 in earned income tax, and $713,800 in recreation fee-in-lieu payments—funds that can be directed toward park capital improvements. However, because development

Smart Spending: How Parks Deliver Big Returns for Communities

General Return-on-Investment

- **$4 in economic value per $1 invested in public parks and recreation** Source: National Recreation and Park Association (NRPA), The Economic Impact of Local Parks, 2020. https://www.nrpa.org/publications-research/research-papers/the-economic-impact-of-local-parks/

Public Health Benefits

- **$3 in medical cost savings for every $1 invested in community-based physical activity programs** Source: Trust for Public Land (TPL), The Health Benefits of Parks, 2009 Link to TPL brief
- **Parks and recreation contribute to reducing obesity-related healthcare costs, which the CDC estimates at $147 billion annually in the U.S.** Source: Centers for Disease Control and Prevention (CDC), Cost of Obesity, 2022 https://www.cdc.gov/obesity/basics/consequences.html

Economic Development & Jobs

- **$1 in park operations supports $1.23 in economic activity, and $1 in capital spending supports $1.44 in economic activity** Source: NRPA, The Economic Impact of Local Parks, 2020 https://www.nrpa.org/publications-research/research-papers/the-economic-impact-of-local-parks/

Property Values

- **Proximity to parks can raise residential property values by 5% to 20%, depending on the quality and type of park** Source: Trust for Public Land, Measuring the Economic Value of a City Park System, 2009. https://www.tpl.org/resource/measuring-economic-value-city-park-system

Environmental Benefits

- **Every $1 invested in urban trees and green infrastructure yields $2–$6 in environmental services, such as stormwater reduction and air pollution mitigation. Every dollar invested in parks and green space can generate between $4 and $11, due to increased tourism, improved property values, and enhanced community health.** Source: American Society of Landscape Architects (ASLA) / Center for Urban Forest Research. https://www.epa.gov/green-infrastructure/benefits-green-infrastructure

timelines are often uncertain, only projects currently under construction—such as the new hotel—are included in formal revenue forecasts.

Parks and Recreation Budget Structure: West Chester Borough's parks and recreation budget is divided into two key components: the Operating Budget and the Capital Improvement Budget. The Operating Budget covers day-to-day expenses related to administration, programs, and park maintenance. In contrast, the Capital Improvement Budget funds major investments—such as land acquisition, facility upgrades, and equipment purchases—that typically exceed $10,000 in cost and have a lifespan of more than seven years.

Operating Budget Trends: As shown in Table 1, from 2021 to 2025, the Borough's parks and recreation revenues grew from $121,000 to $178,200—an encouraging trend driven by expanded programming, sponsorships, and event revenue.

Table 1. West Chester Borough Parks and Recreation Revenues 2025 - 2021

	2025	2024	2023	2022	2021
Special Event Fee	20,000	3,000	3,500	12,500	-
ARPA Cash		65,000	-	-	-
Rest. Festival Revenue	45,000	24,000	35,000	23,000	38,000
Small Event Revenue	2,000	500	8,000	-	3,500
Event Permit Applications	-	-	-	-	3,500
Summer Camps	-	-	-	-	15,000
Volleyball			10,000	16,000	15,000
Turks Head Fest. Revenue	16,000	8,400	7,000	12,750	7,500
Sponsorship Revenue	30,200	30,200	-	25,000	15,000
Park Rental Fees	10,000	16,000	-	15,000	1,500
Rec Classes	-	-	30,000	30,000	6,000
Trip and Class revenue	55,000	68,000	-	-	16,000
TOTAL	**178,200**	**215,100**	**93,500**	**134,500**	**121,000**

As shown in Table 2, expenditures have risen from $134,800 to $239,000 over the same period. Personnel costs of $260,000+ annually, represent the largest share of the budget. Investment in staff reflects the Borough's commitment to professional service delivery but highlights the need for sustained funding sources.

Table 2. West Chester Borough Parks and Recreation Expenditures 2025-2021

	2025	2024	2023	2022	2021
Salaries	175,078	149,666	117,147	87,805	86,235
Longevity	-	-		--	1,480
Summer					5,000
Insurance W/C	2,151	2,528	4,180	2,500	4,000
Insurance - Medical	68,348	47,277	31,903	33,215	32,466
DC Pension	2,750	-			-
FICA	13,393	11,449	8,962	6,717	7,093
SALARY TOTAL	**261,721**	**210,920**	**162,192**	**130,237**	**136,274**
Office Supplies	-	-	1,000	2,000	3,000
Postage/Printing	-	-	-	1,000	2,000
Other	-	-	4,000	5,000	5,000
Utilities	-	-	14,500	14,000	3,000
Summer Camp					5,000
Volleyball	-	-	-	16,000	15,000
Consultant	-	-	8,000	2,500	1,000
Advertising	21,000	12,500	15,000	10,000	10,000
Software Licenses	4,000	3,500	6,000	5,000	6,500
Park Maintenance	51,000	51,000	36,000	26,000	-
Trips & Classes	76,000	72,000	40,000	50,000	22,000
Restaurant Festival	39,000	30,000	35,000	23,000	38,000
Turks Head Festival	19,500	15,000	18,000	12,750	7,500
Touch truck Event	4,000	2,500	2,500	2,000	1,500
Halloween Parade	4,000	3,000	5,000	3,000	2,000
Small events	16,500	6,500	4,000	3,500	3,500
Training	4,000	4,500	4,500	3,500	-
Insurance Gen & Liability	-	-	-	-	1,800
Refunds					3,000
TOTAL OPERATING	**239,000**	**200,500**	**193,500**	**234,250**	**134,800**
Transfer to Capital	130,635	100,000	142,500	55,000	136,274
TOTAL	**631,356**	**511,420**	**498,192**	**379,487**	**271,074**

With a population of 19,658, the Borough invests $25.47 per capita in parks and recreation annually. With the Borough's operating budget of $22,971,022, parks and recreation represents 2.1% of the total operating budget. The Recreation Department generates 36% of its budget from non-tax sources. The per capita non-tax revenue generated per capita at $9.06 is close to the national per capita of $10.86. The Park Maintenance budget of $51,000 which is about $1,205 per acre. Labor costs are not tracked and included in the Public Works budget. This would increase the Borough's annual per acre investment in park maintenance.

Table 3. West Chester Borough Parks & Recreation Capital Improvement Projects 2025

	Project Cost $	Grant $
Rehabilitation of tennis and pickleball courts-Hoopes	290,000	275,300
Replace aging playground equipment, fall zones, etc.-Horrace Pippin	85,000	-
Replace poured-in-place rubber with brushed concrete-JOG	65,000	-
Relocate and replace aging playground equipment Hoopes	8,500	-
Total	**448,500**	**275,300**

Capital Improvements and Outside Funding: As shown in Table 2, the Borough transfers funds to capital improvements annually, ranging from $55,000 to $142,500 in 2021 through 2025, for cyclic replacement and long-term park improvements. While this demonstrates fiscal responsibility, total system needs still outstrip available resources—especially as residents express strong support for improved parks, expanded trails, and more year-round programs.

As shown in Table 3, the 2025 Capital Improvement Program totals $448,500 and focuses on critical upgrades to playgrounds, safety surfaces, and athletic courts. A state grant of $275,300 will fund the rehabilitation of tennis and pickleball courts at Hoopes Park—underscoring the Borough's ability to secure competitive external funding.

Still, many projects lack dedicated funding. Continued pursuit of state, county, and foundation grants is essential. Equally important are partnerships that reduce reliance on municipal funds while advancing shared goals—particularly with Friends Groups.

Benchmarks and Peer Comparisons

Benchmarks are reference points used to measure performance, progress, or quality against established standards or comparable peers. In parks and recreation planning, benchmarks help municipalities assess how well their services, facilities, staffing, and funding levels align with best practices or with other similar communities.

- Benchmarks can come from:
- National standards (e.g., NRPA's Agency Performance Review)
- State or regional data
- Comparable municipalities based on size, demographics, and service area
- Internal goals set by the municipality itself

Importantly, there is no right or wrong answer when using benchmarks—they are tools for comparison, not judgments of good or bad. A benchmark simply shows where a community stands in relation to others or to an aspirational goal. The value lies in understanding differences and using that insight to inform decisions that align with local needs, priorities, and resources.

Using benchmarks allows West Chester Borough to:

- Identify strengths and areas for improvement
- Set realistic and measurable goals
- Support funding and staffing requests with evidence
- Track progress over time

For example, if a borough, like West Chester, maintains fewer acres of parkland per 1,000 residents than similar municipalities, that benchmark can help justify land acquisition or capital investment. Similarly, benchmarking program participation, budget allocations, or staff ratios can guide operational decisions and resource allocation.

By comparing current conditions to benchmarks, West Chester Borough can make informed, strategic decisions to better serve residents and plan for future needs.

Based on the 2025 National Recreation and Park Association's Agency Performance Review, the lower quartile benchmarks for park and recreation agencies are as follows:

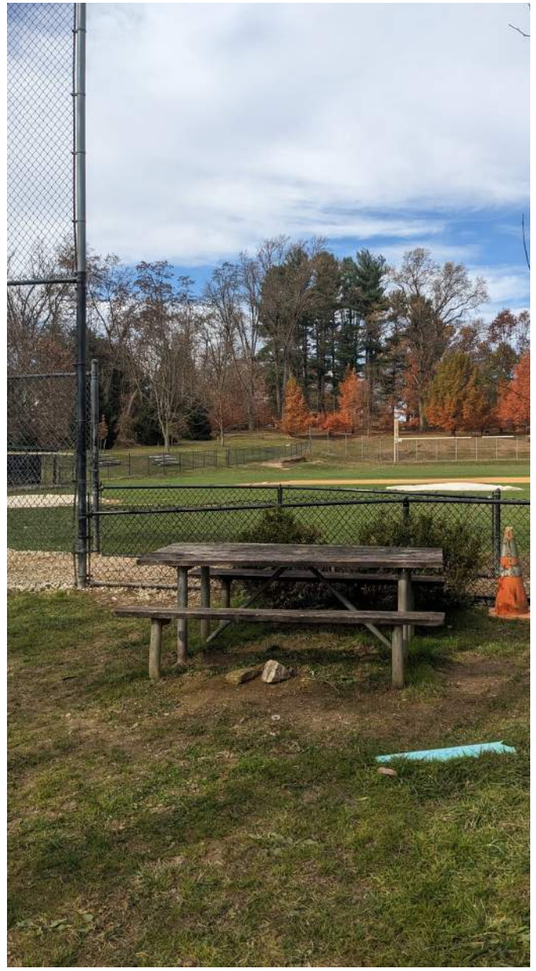


Table 4. Parks and Recreation Budget Benchmarks: West Chester vs. NRPA Municipal Comparisons

Factor	West Chester Borough	Municipalities Lower Quartile and > 20,000 Population	Median for Municipalities >20,000 Population	Municipalities Upper Quartile and > 20,000 Population
Per Capita Operating Budget	$25.47	$15.45	$49.67	$104.13
Per Acre Costs	$1,205	$3,446	$9,512	$27,711
5-year Capital Budget	2025: $448,500	$509,192	$2,212,000	$7,612,000
Cost Recovery	38%	16%	31%	59%

Pricing Policy: Equitable, Transparent, and Sustainable Fees

To guide equitable, transparent, and sustainable program fees, the Borough should adopt a formal Pricing Policy based on community benefit, individual benefit, and cost-recovery goals.

Table 5. Benchmarks of Pennsylvania Boroughs

Borough	Population	Square Miles	# Parks	Park Acreage/Acres per 1,000	FTE Staff	Operating Budget	Per Capita	% Borough Operating Budget
West Chester	**19,658**	**1.85**	**13**	**42.3/2.1**	**2 plus maintenance**	**$500,721**	**$25.47**	**3.1%**
Phoenixville	19,871	3.6	14	72/3.6	6	$1,659,783	$83.53	8.0%
Carlisle	22,341	5.54	18	164/7	8 & seasonals	$1,318,485	$59.01	2.9%
Quakertown	9,247	2.04	4	91/10	2 & seasonals	$668,350	$72,27	5.9%
New Cumberland (West Shore Regional Recreation Consortium)	7,547	1.69	19	98/12	Shared	$188,300	$24.90	2.7%
Lansdale	18,978	3	21	159/8.3	8 & seasonals	$1,836,786	$96.78	9.9%
Hanover	16,458	4.8	14	2,549/3-150 (51 acres in town parks)	1 plus 2 FTEs in Public Works Staff	$412,614	25.07	2.2%

Key Principles:

- Equity: Programs with the greatest public benefit (e.g., festivals) receive greater subsidy; those with private benefit (e.g., adult classes) recover more costs.
- Cost Recovery: Each program should meet a target recovery percentage, set by type and strategic goals.
- Access: Need-based discounts or scholarships should be available to ensure that cost is not a barrier to participation.
- Transparency: Pricing rationale should be clearly communicated, with fees reviewed annually.

Table 6. Potential Program Pricing Policy

Program Type	Cost Recovery Target	Example
Community-wide Events	0–20%	Free or nominal fee
Youth, Camps, & Classes	50–75%	Tiered pricing; sibling discounts. Potential scholarship program with community partners.
Adult Recreation Programs	75–100%	Market-based with full cost recovery
Facility Rentals	100%+	Includes cost of staffing and supplies
Commercial or High Fee Events	Tiered	See below

Adopting a pricing policy will support financial sustainability while reinforcing the Borough's commitment to inclusive, accessible recreation opportunities.

Events that charge participant entry fees or otherwise generate revenue are required to reimburse the Borough for all direct and indirect costs associated with public services rendered to support the event. This includes, but is not limited to, police presence, street closures, public works support, and administrative oversight. For events generating substantial revenue, an additional fee of 10% of gross receipts may be applied to support infrastructure wear-and-tear and equitable use of public resources.

Recommended Changes to the Pricing Policy for High-Fee Events

1. Implement a Cost-Recovery Fee Structure

Introduce a tiered cost recovery model based on event type, size, and potential for revenue generation. For events with high entry fees, set a minimum percentage of gross revenue (e.g., 10–15%) to be paid to the Borough or a flat rate cost-recovery fee based on estimated municipal service costs (police, public works, etc.).

Example: For parades with entry fees over $50 per participant or events generating over $10,000 in total revenue, require payment equal to 100% of the Borough's estimated service costs plus a percentage-based surcharge to account for wear-and-tear or opportunity cost.

2. Require Detailed Budgets from Sponsors

Ask event organizers to submit a budget or revenue plan during the permit application. This ensures transparency and allows the Borough to fairly assess the ability to pay.

3. Define a "Commercial Event" Category

Create a pricing category for commercial or revenue-generating events, distinct from community or nonprofit events. These should be subject to higher permit fees and required to cover all Borough costs incurred.

4. Use a Standardized Cost Estimate Formula

Develop a formula based on:

- Staff hours (e.g., police, cleanup, admin)
- Equipment or facility use
- Lost opportunity or overtime

This provides consistency, reduces dispute, and justifies charges to the public.

5. Establish an Enforcement and Collections Policy

Clarify that failure to pay full Borough-assessed costs may result in denial of future permits, legal collection, or public disclosure of non-payment.

Community-Based Fundraising: The Role of Friends Groups: West Chester Borough benefits from the strong support and fundraising of three active park-based volunteer organizations:

- Friends of Marshall Square Park
- Friends of Everhart Park
- Friends of Hoopes Park

These Friends Groups play a vital role in fundraising, organizing community events, advocating for park improvements, and contributing to beautification and stewardship. Their volunteer time, grassroots support, and financial contributions multiply the impact of municipal investments.

Over the years, Friends Groups have raised tens of thousands of dollars for park revitalization, historic restoration, benches, gardens, trees, playground enhancements, concerts, and signage—improvements that directly benefit park users while enhancing the character and quality of the Borough's public spaces.

Strengthening the Friends of West Chester Parks: The Friends of West Chester Parks is technically the central organization coordinating community support for parks. Ideally, this nonprofit group should collaborate closely with the Borough's Parks and Recreation Department to enhance the quality of life by maintaining and improving public parks and trails. It is an umbrella organization for several park-specific volunteer groups but they operate independently. Strength in numbers helps with advocacy and building the case for support for parks and recreation. Since this organization could provide more value to the Borough and active friends groups, the following actions could help to strengthen this organization.

1.Clarify Mission and Role

Redefine the role of the Friends of West Chester Parks as a network hub, not an umbrella organization. As a hub, there is no control over independent groups! Each of the active park friends groups is successful in carrying out projects, fundraising, and getting Borough Council approvals. With a transition from an "umbrella" organization to a hub, that supports existing friends groups as well as opens the door for the formation of new friends groups, sharing information, providing technical support and helping neighborhoods without function friends groups for their close-to-home parks.

2. Create a Collaborative Governance Structure

Establish a "Council of Friends Groups" with membership by each independent friends group. Define bylaws,, organizational structure and council operations to facilitate cooperation, with guidance on how individual groups align with broader goals.

3. Formalize Relationships and Expectations

Although a process exists for reviewing and approving park improvement projects, it is not consistently followed or enforced. As a result, some Friends groups bypass the Parks and Recreation Department and take proposals—often accompanied by funding—to Borough Council directly. This places Council in a difficult position, where approving a project may feel politically necessary, even if the proposal has not been evaluated for consistency with park plans, operational impacts, or long-term priorities. A reinforced and consistently applied review process is needed to uphold sound governance and ensure alignment across all stakeholders.

Develop or update MOUs (Memoranda of Understanding) between the Borough, the Friends of West Chester Parks, and each individual Park Friends group. Include expectations for communication protocols, fiscal responsibility and reporting, capital project coordination, and park standards

4. Offer Support and Added Value

Host volunteer appreciation events, leadership training, and joint fundraisers (e.g., "Party for the Parks" event benefiting all parks). Share information and potential grant-writing assistance, fundraising tools, and 501(c)(3) fiscal sponsorship. Consider a mini-grant program in which the Friends of West Chester Parks raises money and re-grants it for small park improvements proposed by local groups.

5. Build Visibility and Trust

Rebrand the Friends of West Chester Parks with a clear, compelling mission and visual identity. Create an annual "State of the Parks" report highlighting accomplishments of all groups. Feature joint initiatives in local media to build public recognition.

Friends Groups reflect the community's pride in its parks and its willingness to invest time, money, and creativity in their care. With stronger coordination, shared planning, and recognition, they can become even more powerful allies in funding and stewarding park improvements.

The Case for Action: Why a Financial Strategy Matters

West Chester Borough is experiencing both growing use of its parks and increased demands on its recreation system—pressures driven by new development, rising program participation, and aging infrastructure. While the Borough has made notable progress through smart budgeting, outside funding, and community partnerships, current and future needs still outpace available resources.

At the same time, new residential and commercial developments are expected to bring additional revenue, residents, and recreation demand. These changes create a window of opportunity—and a responsibility—to ensure the Borough's parks and recreation system can grow sustainably, remain inclusive, and deliver long-term value to the community.

A clear and proactive financial strategy is essential to:

- Maintain and upgrade facilities equitably across neighborhoods
- Sustain high-quality programs and special events
- Leverage grants and donor support effectively
- Prepare for growth and changing community expectations
- Support staff, partnerships, and stewardship at a high standard

The following strategies provide a practical roadmap to strengthen the Borough's financial resilience and expand the capacity of its parks and recreation system to serve all residents.

Recommendations

To strengthen financial capacity and resilience, the Borough can build on current progress by pursuing the following strategies:

- Develop a five-year parks and recreation financial plan that includes revenue forecasts, cost projections, and targeted grant strategies to support sustainable growth.
- Adopt a formal Pricing Policy to promote consistency, equity, and transparency in fee-setting for programs, services, and facility use.
- Prioritize capital projects and develop a five-year Capital Improvement Program based on clear criteria such as safety & health, accessibility, equity, and readiness for funding or implementation.
- Expand collaboration with Friends Groups through coordinated fundraising plans, shared priorities, transparent project alignment processes, and recognition.
- Explore the creation of a Borough-wide Parks Foundation or Donor Fund to centralize philanthropic giving and support transformative, system-wide improvements.
- Diversify revenue streams by pursuing opportunities such as corporate sponsorships, donor campaigns, concessions, and facility rentals.
- Continue actively pursuing state, county, and foundation grants to supplement local funds and accelerate priority capital improvements.

With strategic financial planning, community partnerships, and sustained public engagement, West Chester Borough is well-positioned to maintain and grow a parks and recreation system that enriches the lives of residents across all ages, abilities, and neighborhoods.



Strengths, Challenges, Opportunities, and Threats

STRENGTHS

- **Diversified Revenue Base:** The Recreation Department generates 36% of its operating budget from non-tax sources, including sponsorships, program fees, special events, and rentals which is higher than national recovery rate.
- **Successful Grant Acquisition:** The Borough has demonstrated strong grant-writing capacity, securing competitive state funds for capital improvements (e.g., $275,300 for Hoopes Park).
- **Active Friends Groups:** Dedicated park-based volunteer organizations provide grassroots fundraising, project support, and community advocacy.
- **Growing Program Revenue:** Event and program revenues have steadily increased, reflecting strong public interest and effective marketing.
- **Commitment to Quality:** Investments in staff and professional service delivery reflect a municipal commitment to high-quality public recreation.
- **Fees-in-Lieu:** Funds can be used for capital improvements.



CHALLENGES

- **Below-Average Per Capita Investment:** At $25.47, West Chester's per capita operating investment in parks and recreation falls below both the Pennsylvania average (~$50) and national median ($49.67).
- **Underfunded Capital Needs:** Many capital projects lack dedicated funding, and annual transfers to the Capital Improvement Budget vary significantly.
- **Inadequate Park Maintenance Funding:** The reported $1,205 per acre in maintenance excludes labor costs borne by Public Works, underrepresenting true expenditures.
- **Outdated Formal Pricing Policy:** The Borough lacks a consistent, equitable framework for setting program and facility fees.
- **Inconsistent Oversight of Friends Group Proposals:** Some Friends Group-led initiatives bypass coordinated planning, creating potential misalignment with Borough goals.



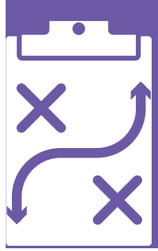
OPPORTUNITIES

- **Revenue from Redevelopment:** New residential and commercial development is expected to generate over $700,000 in recreation fees-in-lieu and increased annual tax revenue.
- **Pricing Policy Implementation:** A formal policy can balance cost recovery, public benefit, and access, while improving transparency and long-term sustainability.
- **Partnership Development:** Opportunities exist to expand collaborations with Friends Groups, local businesses, and philanthropic organizations.
- **Foundation or Donor Fund Creation:** A Borough-wide Parks Foundation could centralize giving, pursue large-scale investments, and build public trust.
- **Data-Driven Decision Making:** Use of NRPA and Pennsylvania benchmarks can inform strategic planning, goal-setting, and funding requests.



THREATS

- Reliance on Uncertain Development Timelines: Recreation funding linked to future development is vulnerable to delays, changes in scope, or project cancellations.
- **Rising Costs of Service Delivery:** Increases in personnel, materials, and insurance may outpace revenue growth if not addressed through sustainable funding models.
- **Limited Municipal Budget Share:** Parks and recreation currently receive only 2.1% of the total operating budget—well below PA DCNR's recommended 5%.
- **Overdependence on Volunteer Labor:** Continued reliance on Friends Groups without formal coordination, support, or recognition may lead to burnout or inefficiencies.
- **Competition for Grants:** As more municipalities pursue state and foundation funding, securing external grants may become increasingly competitive.



Appendix A
Demographic Mapping

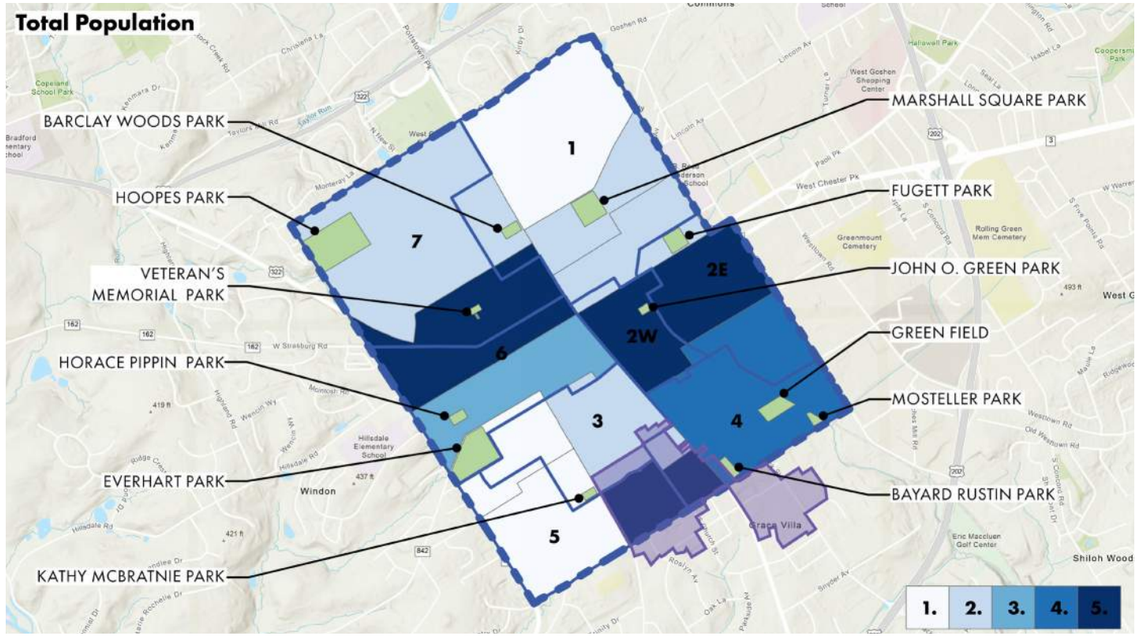
Demographic Mapping

Why Demographic Mapping: Demographic mapping is an invaluable tool within park planning that helps us to understand who lives around, and likely uses, parks within our community. This helps us to create targeted improvements within specific parks as well as the park system at large. John O. Green Park, for example, may need more resources in the immediate future to support the large increase in young families moving in. Demographic mapping helps the consultant team and borough gain these insights while also creating sleek, easy-to-read visualizations to share their findings.

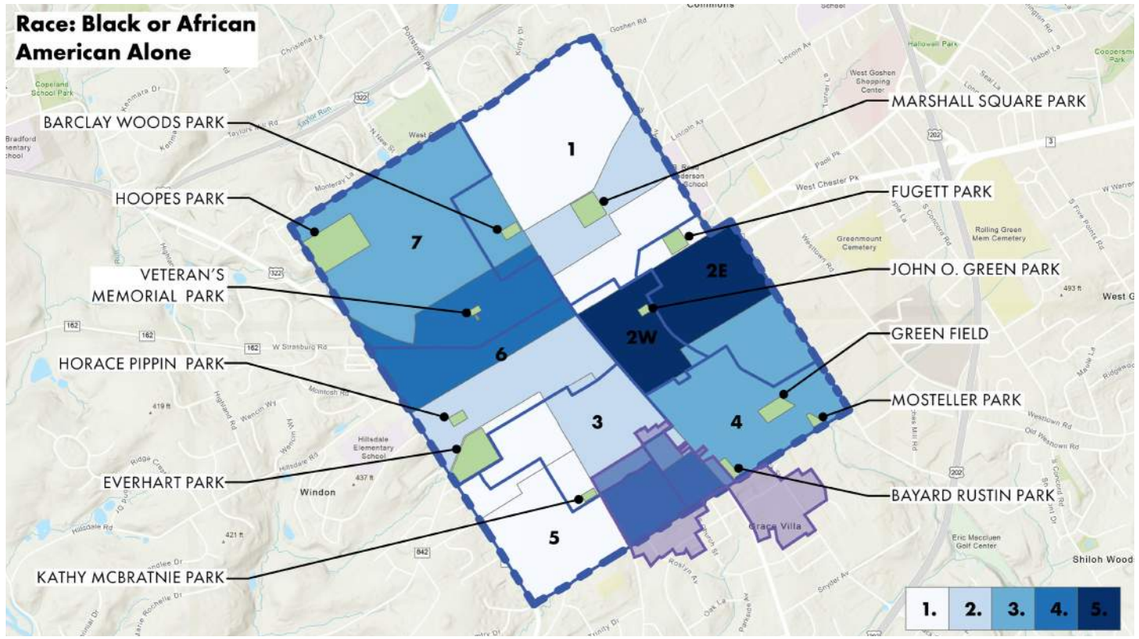
Interpreting the Legend: Index Scores: Many of the attached maps are measured via an index, or a calculated, composite score based on multiple factors. Educational Attainment, for example, is not presented as just the static number of bachelor's degrees within a ward but as the number of bachelor's degrees vs the population of the ward. This presents a more dynamic understanding of statistics. For example, if 50% of the population in a ward has a bachelor's degree or higher it tells us more than if we see that 50 people within that ward have reached the same level of educational attainment. The former indicates a high level of educational attainment within the area while the latter does account for any factor beyond how many bachelor's degrees there are.

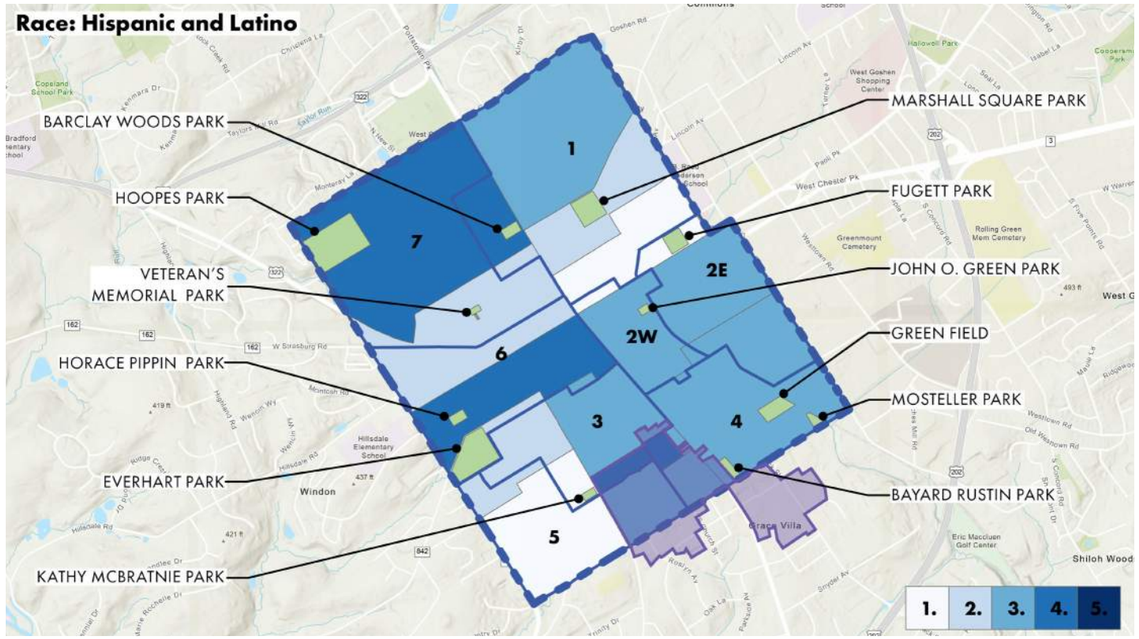
Indexes are calculated to return representative numbers on a scale of one to five, with one being the lowest score and five being the highest. For our purposes one correlates to the lightest areas on the map while a five correlates with the darkest. In the Educational Attainment maps, for example, this would mean that those areas with low levels of educational attainment vs their total population would be a lighter color, or a one, while those with high levels of educational attainment vs their total population, or a five, would be darker.

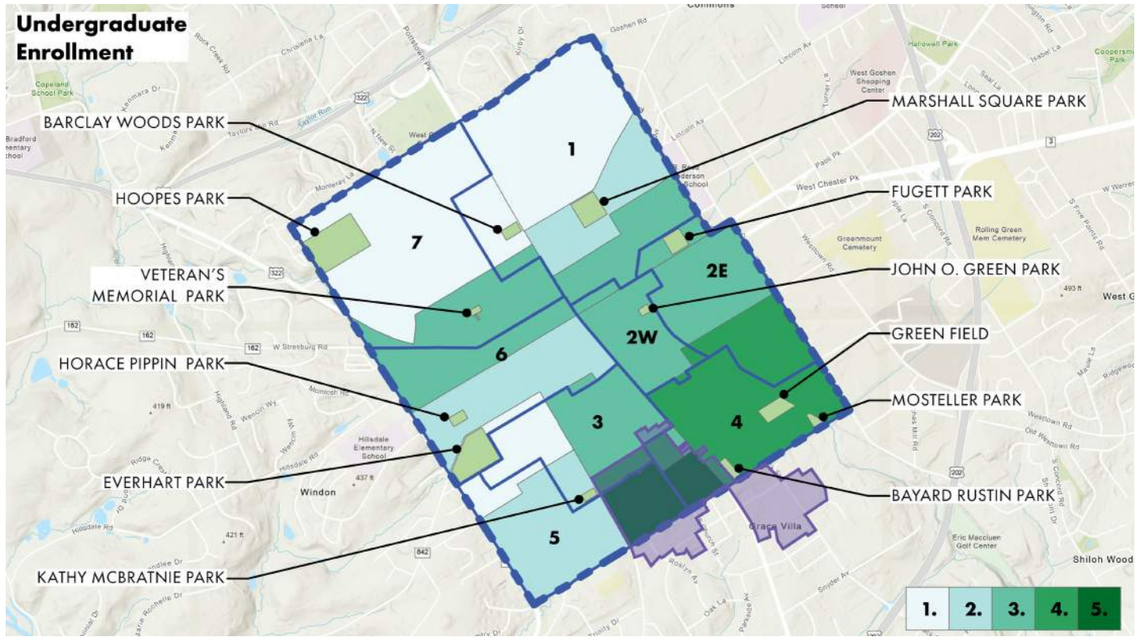


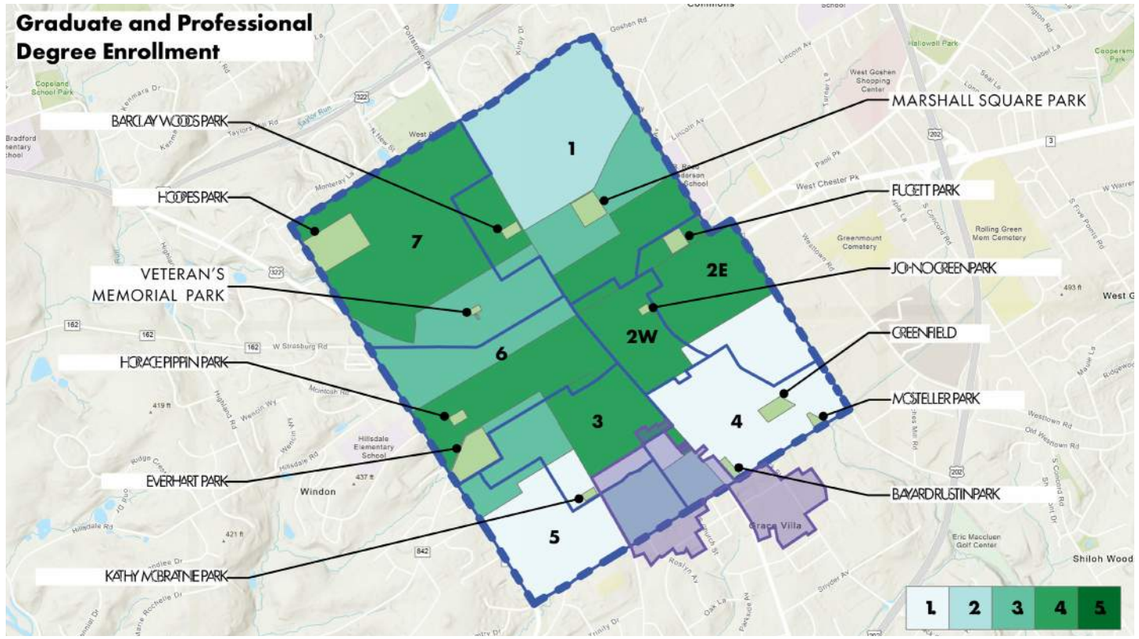




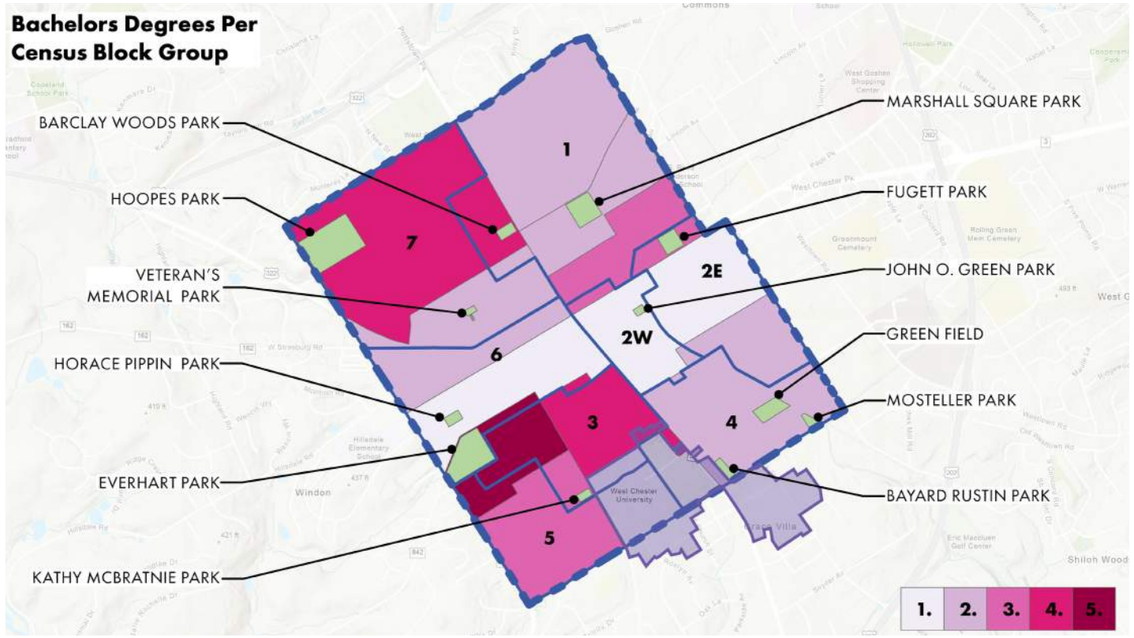

Race: Black or African American Alone
BARCLAY WOODS PARK
HOOPES PARK
VETERAN'S MEMORIAL PARK
HORACE PIPPIN PARK
EVERHART PARK
KATHY MCBRATNIE PARK
MARSHALL SQUARE PARK
FUGETT PARK
JOHN O. GREEN PARK
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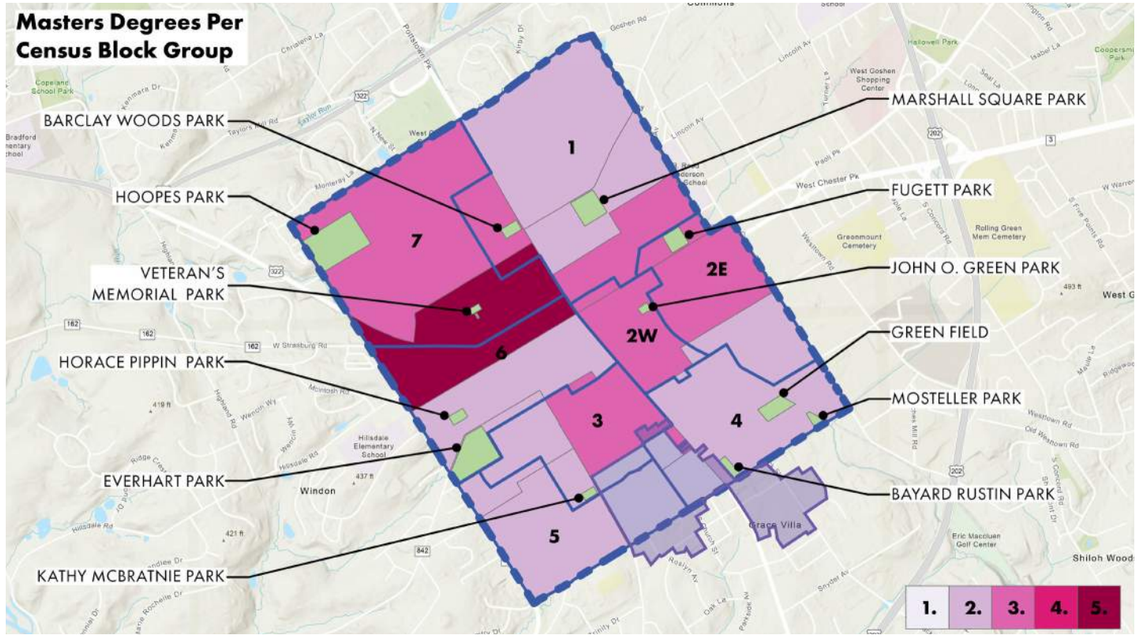

Race: Hispanic and Latino
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HOOPES PARK
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EVERHART PARK
KATHY MCBRATNIE PARK
MARSHALL SQUARE PARK
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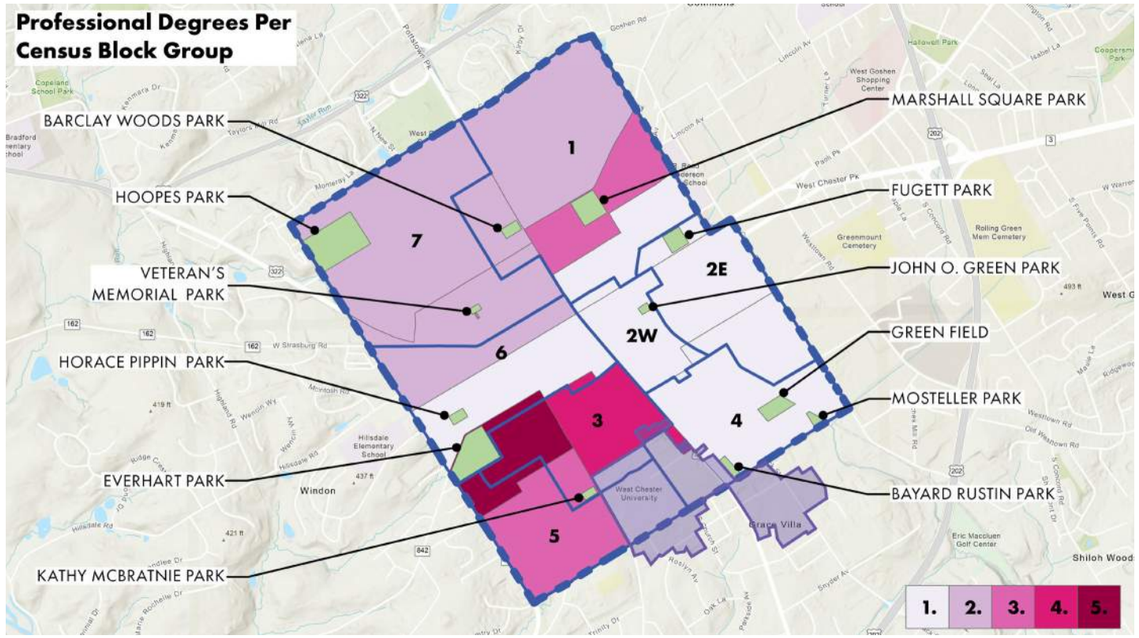

Undergraduate Enrollment
BARCLAY WOODS PARK
HOOPES PARK
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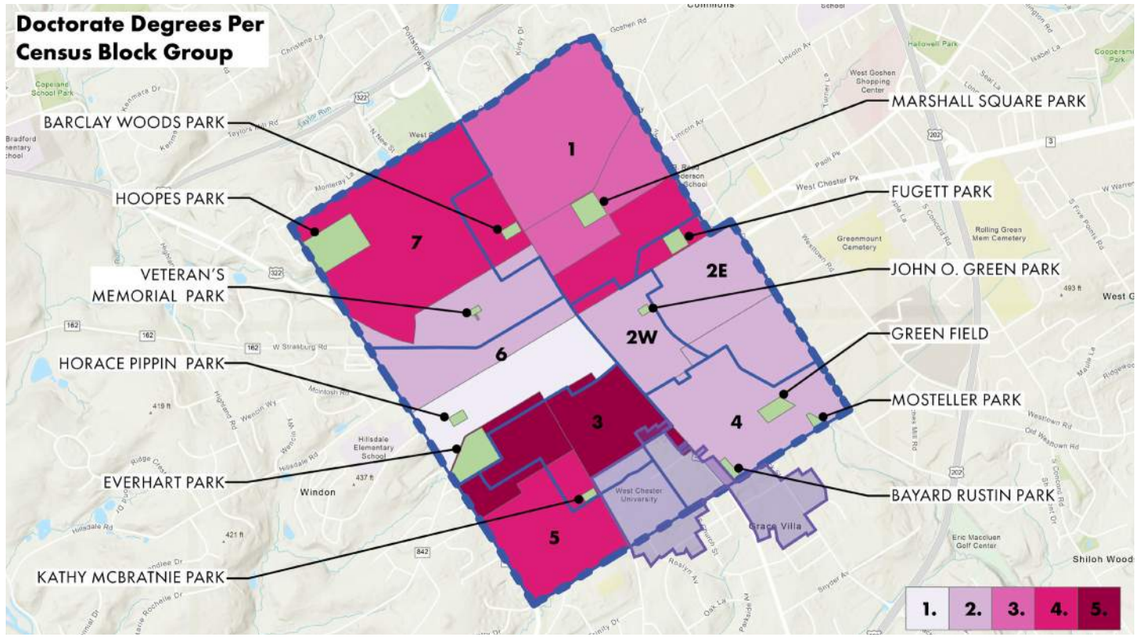

Graduate and Professional Degree Enrollment
BARCLAY WOODS PARK
HOOPES PARK
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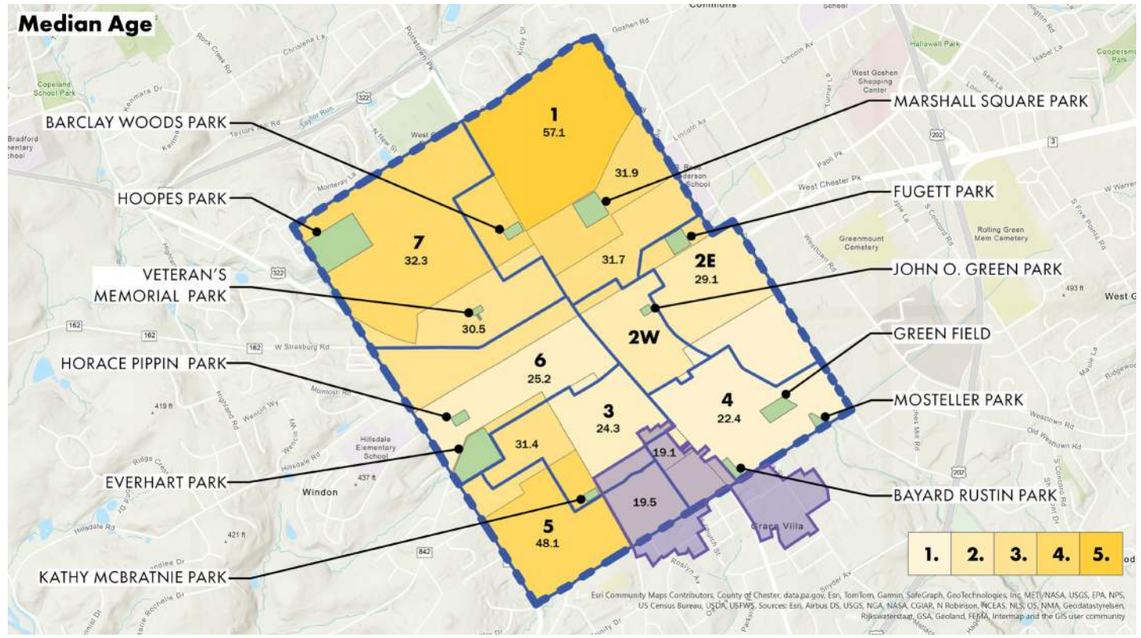

High School Diploma Per Census Block Group
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HOOPES PARK
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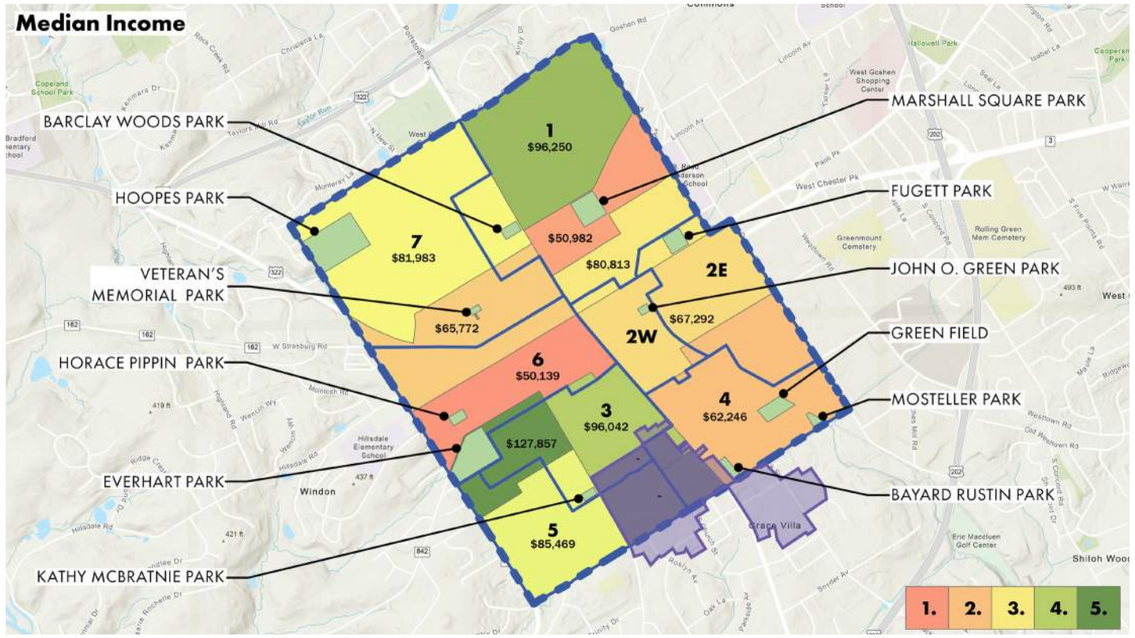

Bachelors Degrees Per Census Block Group
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HOOPES PARK
VETERAN'S MEMORIAL PARK
HORACE PIPPIN PARK
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KATHY MCBRATNIE PARK
MARSHALL SQUARE PARK
FUGETT PARK
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GREEN FIELD
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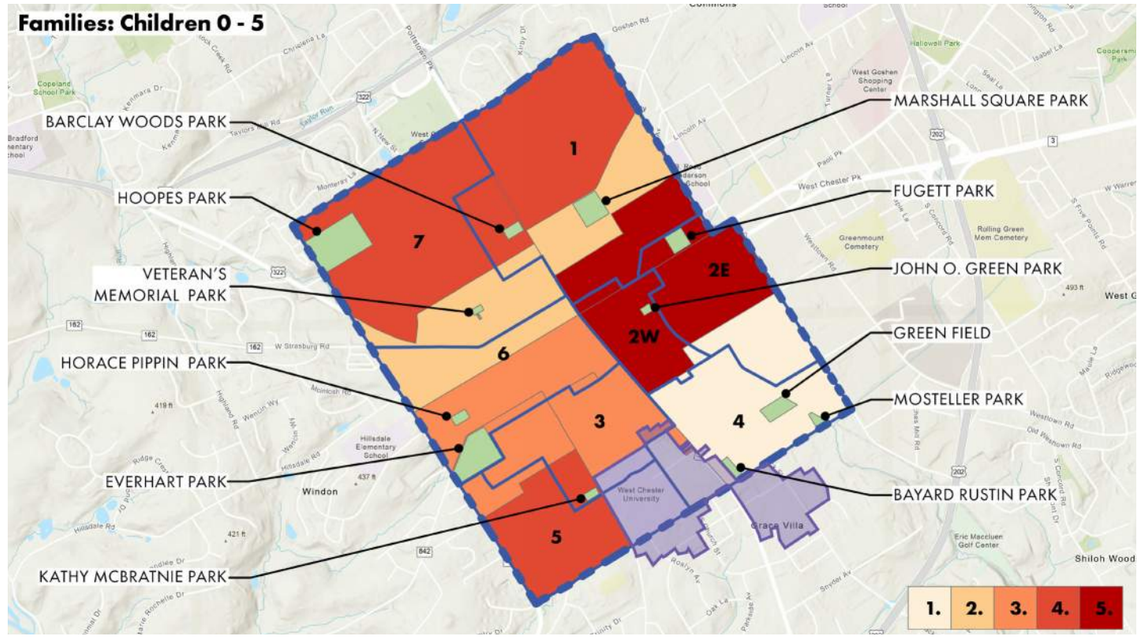

Masters Degrees Per Census Block Group
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HOOPES PARK
VETERAN'S MEMORIAL PARK
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EVERHART PARK
KATHY MCBRATNIE PARK
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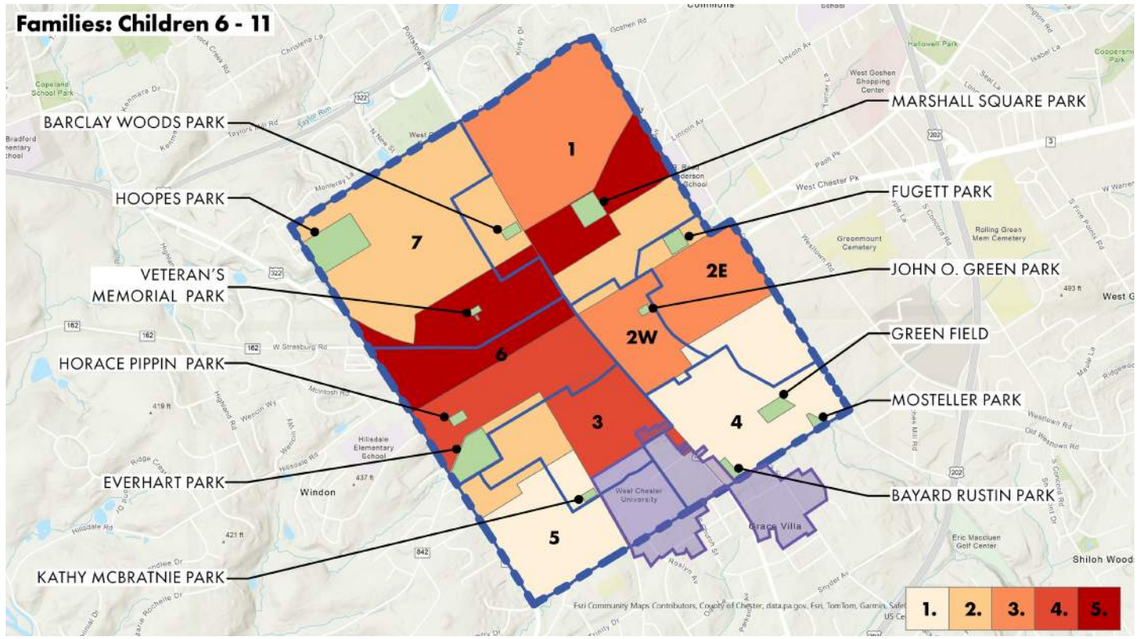

Professional Degrees Per Census Block Group
BARCLAY WOODS PARK
HOOPES PARK
VETERAN'S MEMORIAL PARK
HORACE PIPPIN PARK
EVERHART PARK
KATHY MCBRATNIE PARK
MARSHALL SQUARE PARK
FUGETT PARK
JOHN O. GREEN PARK
GREEN FIELD
MOSTELLER PARK
BAYARD RUSTIN PARK
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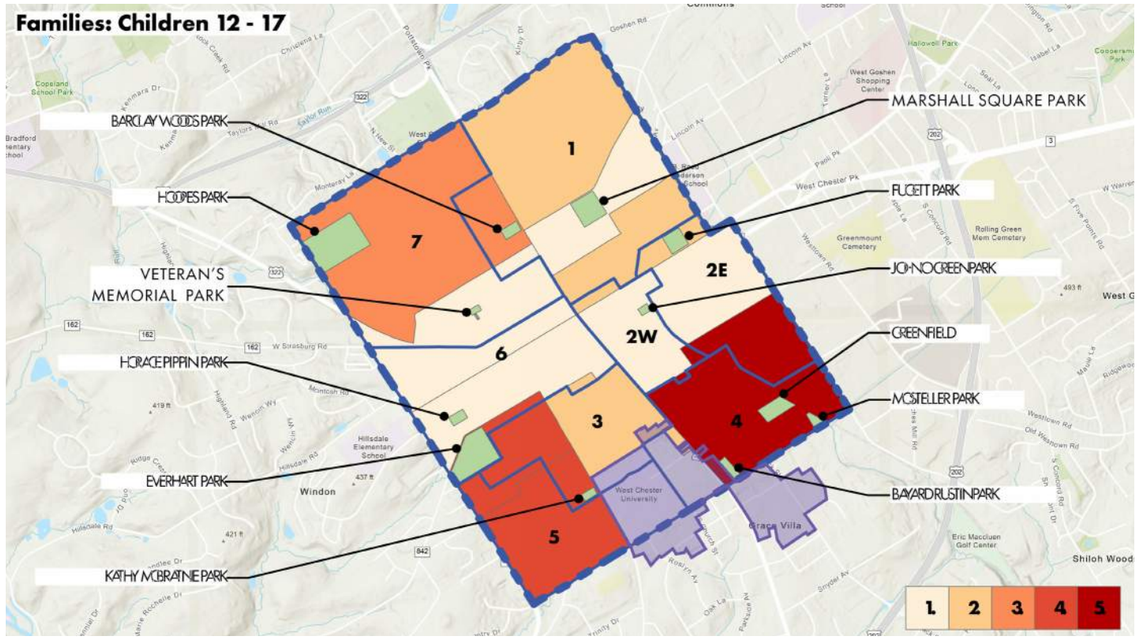

Doctorate Degrees Per Census Block Group
BARCLAY WOODS PARK
HOOPES PARK
VETERAN'S MEMORIAL PARK
HORACE PIPPIN PARK
EVERHART PARK
KATHY MCBRATNIE PARK
MARSHALL SQUARE PARK
FUGETT PARK
JOHN O. GREEN PARK
GREEN FIELD
MOSTELLER PARK
BAYARD RUSTIN PARK
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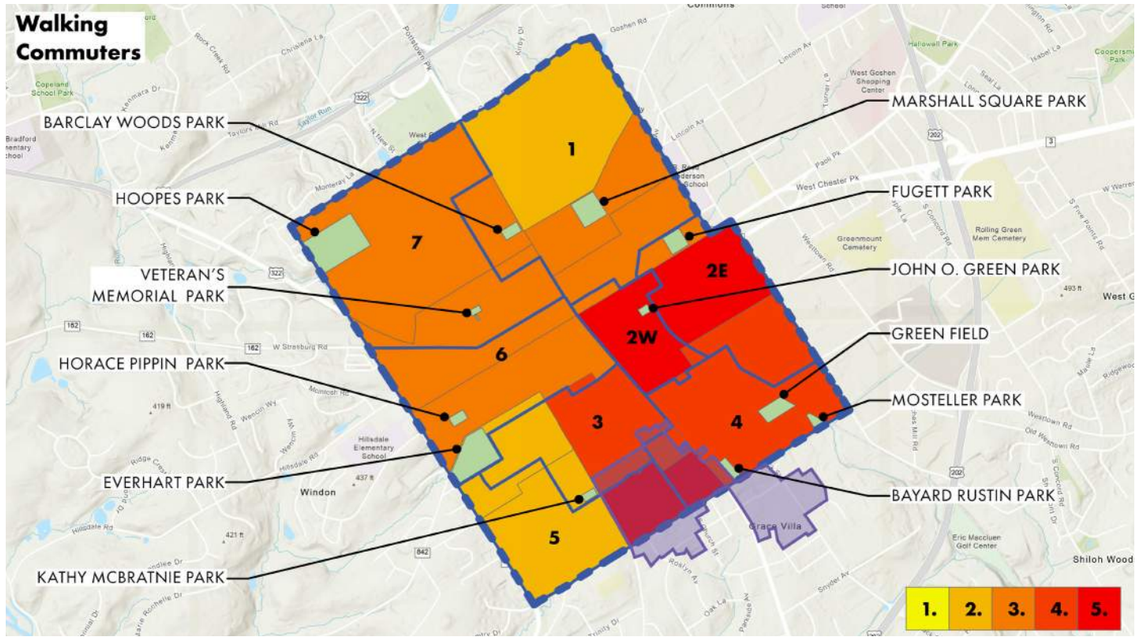

Median Age
BARCLAY WOODS PARK
HOOPES PARK
VETERAN'S MEMORIAL PARK
HORACE PIPPIN PARK
EVERHART PARK
KATHY MCBRATNIE PARK
MARSHALL SQUARE PARK
FUGETT PARK
JOHN O. GREEN PARK
GREEN FIELD
MOSTELLER PARK
BAYARD RUSTIN PARK
1
57.1
7
32.3
2E
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31.9
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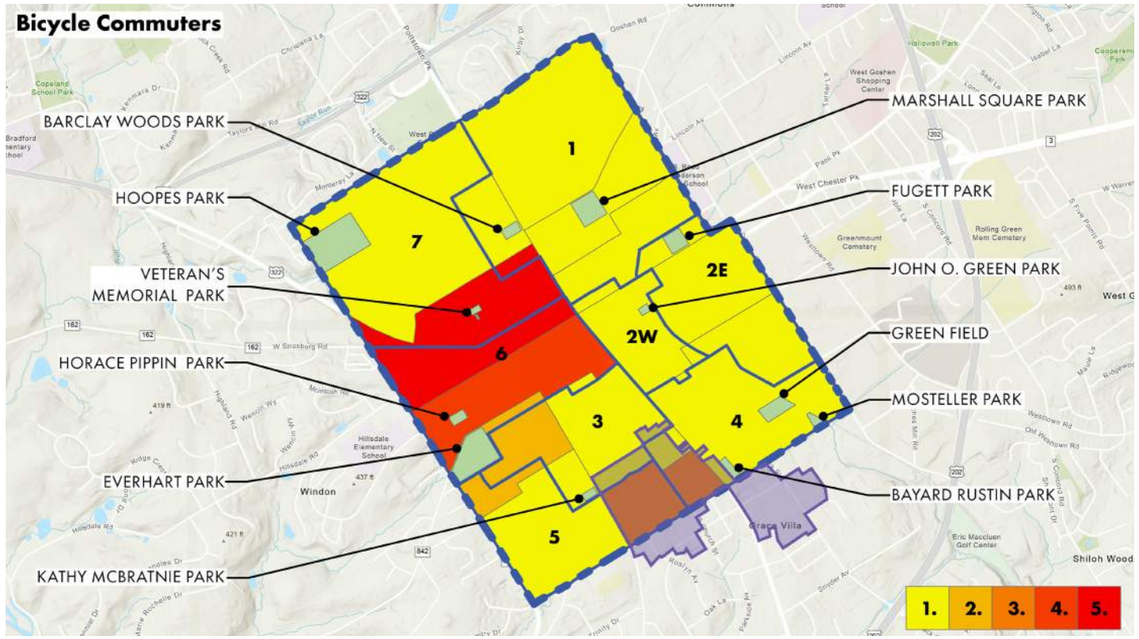

Median Income
BARCLAY WOODS PARK
HOOPES PARK
VETERAN'S MEMORIAL PARK
HORACE PIPPIN PARK
EVERHART PARK
KATHY MCBRATNIE PARK
MARSHALL SQUARE PARK
FUGETT PARK
JOHN O. GREEN PARK
GREEN FIELD
MOSTELLER PARK
BAYARD RUSTIN PARK
1
$96,250
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$81,983
$50,982
$80,813
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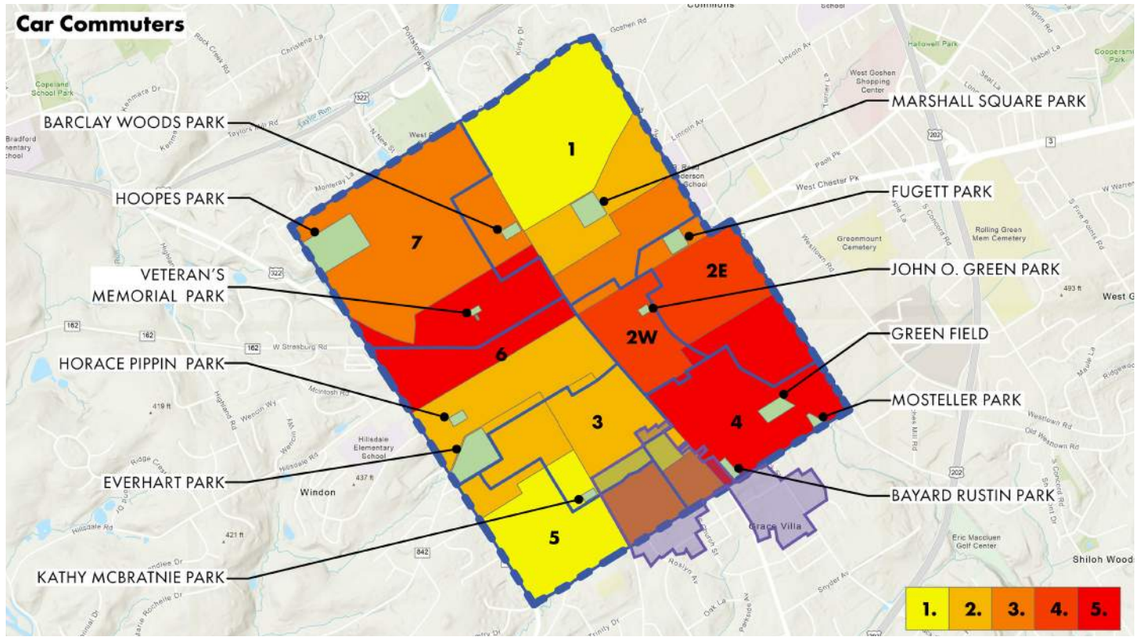

Families: Children 0 - 5
BARCLAY WOODS PARK
HOOPES PARK
VETERAN'S MEMORIAL PARK
HORACE PIPPIN PARK
EVERHART PARK
KATHY MCBRATNIE PARK
MARSHALL SQUARE PARK
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JOHN O. GREEN PARK
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MOSTELLER PARK
BAYARD RUSTIN PARK
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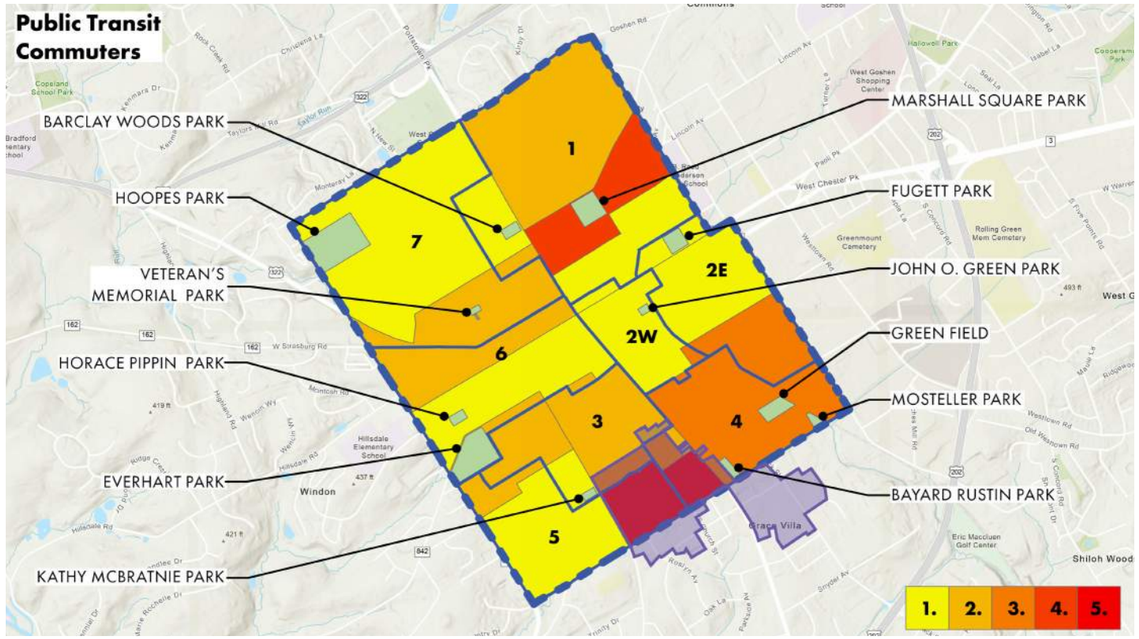

Families: Children 6 - 11
BARCLAY WOODS PARK
HOOPES PARK
VETERAN'S MEMORIAL PARK
HORACE PIPPIN PARK
EVERHART PARK
KATHY MCBRATNIE PARK
MARSHALL SQUARE PARK
FUGETT PARK
JOHN O. GREEN PARK
GREEN FIELD
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BAYARD RUSTIN PARK
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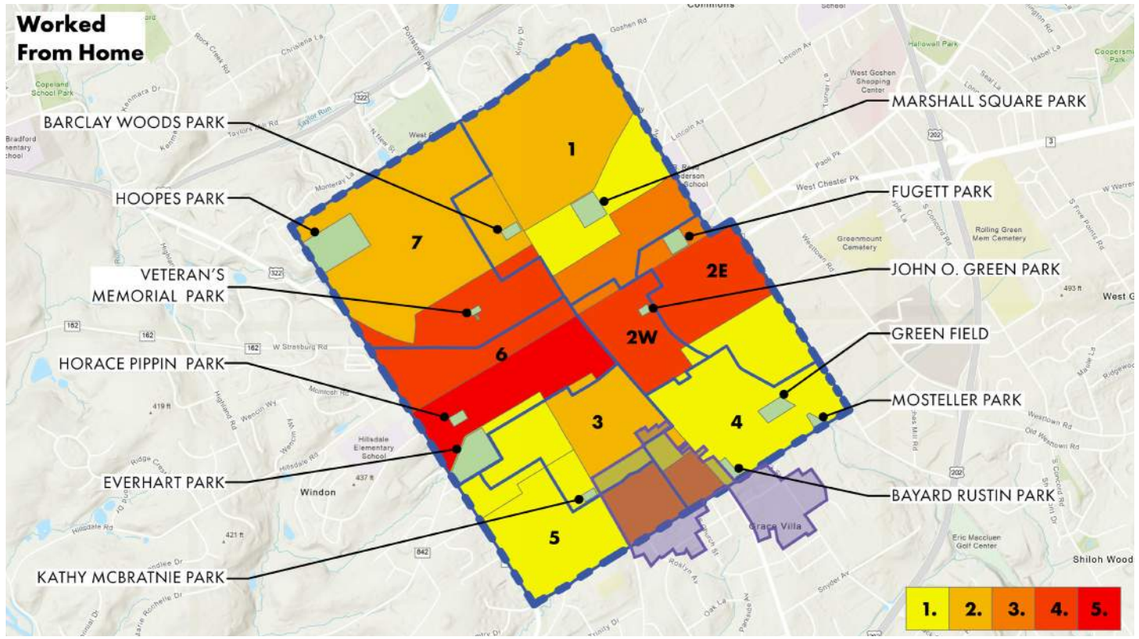

Families: Children 12 - 17
BARCLAY WOODS PARK
HOOPES PARK
VETERAN'S MEMORIAL PARK
HORACE PIPPIN PARK
EVERHART PARK
KATHY MCBRATNIE PARK
MARSHALL SQUARE PARK
FUGETT PARK
JOHN O. GREEN PARK
GREEN FIELD
MOSTELLER PARK
BAYARD RUSTIN PARK
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Walking Commuters
BARCLAY WOODS PARK
HOOPES PARK
VETERAN'S MEMORIAL PARK
HORACE PIPPIN PARK
EVERHART PARK
KATHY MCBRATNIE PARK
MARSHALL SQUARE PARK
FUGETT PARK
JOHN O. GREEN PARK
GREEN FIELD
MOSTELLER PARK
BAYARD RUSTIN PARK
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Bicycle Commuters
BARCLAY WOODS PARK
HOOPES PARK
VETERAN'S MEMORIAL PARK
HORACE PIPPIN PARK
EVERHART PARK
KATHY MCBRATNIE PARK
MARSHALL SQUARE PARK
FUGETT PARK
JOHN O. GREEN PARK
GREEN FIELD
MOSTELLER PARK
BAYARD RUSTIN PARK
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Car Commuters
BARCLAY WOODS PARK
HOOPES PARK
VETERAN'S MEMORIAL PARK
HORACE PIPPIN PARK
EVERHART PARK
KATHY MCBRATNIE PARK
MARSHALL SQUARE PARK
FUGETT PARK
JOHN O. GREEN PARK
GREEN FIELD
MOSTELLER PARK
BAYARD RUSTIN PARK
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Public Transit Commuters
BARCLAY WOODS PARK
HOOPES PARK
VETERAN'S MEMORIAL PARK
HORACE PIPPIN PARK
EVERHART PARK
KATHY MCBRATNIE PARK
MARSHALL SQUARE PARK
FUGETT PARK
JOHN O. GREEN PARK
GREEN FIELD
MOSTELLER PARK
BAYARD RUSTIN PARK
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Worked From Home
BARCLAY WOODS PARK
HOOPES PARK
VETERAN'S MEMORIAL PARK
HORACE PIPPIN PARK
EVERHART PARK
KATHY MCBRATNIE PARK
MARSHALL SQUARE PARK
FUGETT PARK
JOHN O. GREEN PARK
GREEN FIELD
MOSTELLER PARK
BAYARD RUSTIN PARK
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Appendix B

Mandatory Dedication of Parkland

Mandatory Dedication of Parkland

Recommended Ordinance Amendments

West Chester Borough – Chester County, PA

Draft: May 1, 2024

Contents

The Recommended Ordinance Amendments included herein pertain to the following provisions:

Chapter 97 – Subdivision & Land Development Ordinance

- Section 97-8 Terms defined.
- Section 97-38 Recreational land and facilities.
- Section 97-38.1. Recreational land and facilities or payment of fee in lieu thereof.

Appendix A: Article IV Design Standards

- Section 97.A.6. Common Open Space
- Section 97.A.18.a. Private Passive Recreational Space
- Section 97.A.18.b. Public Space.
- Section 97.A.19. Recreational Facilities

Chapter 112 – Zoning Ordinance

- Section 112-202 Definitions.
- Section 112-308. NC-3 Neighborhood Conservation District
- Section 112-308.B. Dimensional Requirements
- Section 112-309. TC Town Center District
- Section 112-309.B. Dimensional requirements
- Section 112-309.C. Design Standards
- Section 112-310. CS Commercial Service District.
- Section 112-310.B. Dimensional requirements
- Section 112-310.C. Design Standards

Note: These Recommend Ordinance Amendments to be discussed at the West Chester Borough Planning Commission Meeting on April 30, 2024.

SALDO - 1

Recommended Ordinance Amendments

West Chester Borough – Chester County, PA

Draft: May 1, 2024

Chapter 97 - Subdivision & Land Development Ordinance

Section 97-8. Terms defined.

Green Space/Green Area That portion of a tract or lot which is maintained or landscaped with shrubs, trees, groundcover, soil, mulch, grass, vegetable gardens and/or flower beds and is not occupied by any buildings, pavement or other impervious surfaces, except in the Town Center District, as provided for in Chapter 112 of the Borough Code, titled "Zoning."

Open Space Natural or landscape areas restricted in perpetuity to natural resource protection, conservation or recreation or used for noise and/or visual buffers or for other purposes as described in the open space provisions of Chapter 112 of the Borough Code, titled "Zoning."

Private Passive Recreational Space Passive recreational amenities provided as part of a Multifamily development with more than 12 units, intended for the use by residents of the development. This space may also be provided in the form of Public Space.

Public Space An outdoor pedestrian gathering space or a streetscape for the use of the public, in the form of such spaces as a plaza, square, courtyard, or green.

Recreation Fee-in-Lieu The funds that are paid to the Borough a subdivision or land development, in accordance with the requirements of Article IV, and in accordance with the Fee Schedule adopted by Borough Council.

Recreational Areas and Facilities Publicly owned and maintained passive recreation and active recreation amenities intended to serve the public.

Section 97-38 Recreational areas and facilities and payment of fee in lieu. Where a proposed subdivision or land development is submitted under the terms of Chapter 112 of the Borough Code, titled "Zoning,", a recreation fee in lieu shall be provided.

A. Purpose. The purpose of this section is to require all subdivisions and land developments and newly created or converted condominiums to provide a recreation fee in lieu in order to:

SALDO - 2

1. Ensure and provide adequate recreational areas and facilities to serve the future residents and inhabitants of the Borough.
2. Comply with the Borough Recreation Plan.
3. Be consistent with recreational guidelines of such agencies as the National Recreation and Park Association (NRPA), the Chester County Planning Commission's Linking Landscapes, ADA, the PA DCNR, and the CPSC (Consumer Products Safety Commission).
4. Reduce increasing pressure on the usage of existing recreational areas and facilities.
5. Ensure that all present and future residents and inhabitants of the Borough have the opportunity to engage in varied recreational pursuits.
6. Reduce the possibility of the Borough becoming overburdened with the development and maintenance of many very small, randomly planned and widely separated recreation areas.
7. Ensure maintenance of recreational areas and facilities for residents and inhabitants of the Borough.

B. *Applicability.* The requirements of this section shall apply to all subdivisions and land developments.

C. *General requirements.* All applicants for any subdivision or land development shall pay a fee in lieu to the Borough, consistent with the following requirements:

1. Such fee shall, from time to time, be established by resolution by the Borough Council, and in accordance with the Fee Schedule.
2. Such fee shall be in conformance with the Borough Recreation Plan as amended from time to time, and the Design Standards in Appendix A of this Chapter 97.
3. A note shall be placed on the subdivision and/or land development plan prepared for recording, stipulating the amount of the fee to be paid and the means and timing of payment, consistent with the terms of this section, and consistent with the resolution of Borough Council.
4. All monies paid to the Borough pursuant to this section shall be used for providing, acquiring, operating or maintaining park or recreational facilities reasonably accessible to the development, based on Recreational Service Area Standards for Community Parks of the NRPA (National Recreation and Park Association).
5. The full amount of the fee shall be placed in escrow or otherwise secured in a manner deemed acceptable under the terms of § 97-16 of this chapter as a condition of final plan approval by the Council. Actual payment of the fee for any lot shall be made at one of the following points, whichever shall occur first:
   a. At the time of conveyance of any lot;
   b. At the time of application for a building permit; or

SALDO - 3

   c. At the time that any public improvements are offered for dedication.

6. The funds received shall be placed in the Borough's Park, Open Space and Recreation Reserve Fund which shall be under the exclusive control of the Borough Council. All fees received pursuant to this section shall be deposited in this fund and shall be specifically identified as reserved for providing, acquiring, operating or maintaining park or recreational facilities. Interest earned on such accounts shall become funds of that account. All sums received for and deposited in the Park, Open Space and Recreation Reserve Fund shall be held, invested and reinvested in the same manner as other funds of the Borough, but shall not be considered part of the general revenues of the Borough. The Borough shall, upon request of the party paying the fee required under this section, refund such fee, plus interest accumulated thereon from the date of payment if the Borough used the fee paid for a purpose other than the purposes set forth in this section. The developer and/or the applicant may waive, in writing, the requirement that such fees be expended for the purposes set forth herein and the requirement that such fees be repaid as set forth above.

Appendix A: Article IV Design Standards

Please refer to the following 8 pages for the recommended changes to **Appendix A: Article IV Design Standards**. However, please note the changes pertain to the Sections listed below.

- *Section 97.A.6. Common Open Space* (remove this section)
- *Add new Section 97.A.6.18.a. Private Passive Recreational Space*
- *Section 97.A.18.b. Public Space (previously 97.A.18.)* (revised this section)
- *Section 97-A.19. Recreational Facilities.* (revised this section and removed page 19.1.)

ZO - 1

- *Chapter 112 – Zoning Ordinance*
- *Section 112-202 Definitions.*
  - *Private Passive Recreational Space* Passive recreational amenities provided as part of a Multifamily development with more than 12 units, intended for the use by residents of the development. This space may also be provided in the form of Public Space
  - *Public Space* An outdoor pedestrian gathering space or a streetscape for the use of the public, in the form of such spaces as a plaza, square, courtyard, or green.
- *Section 112-308. NC-3 Neighborhood Conservation District*

Section 112-308.B. Dimensional requirements	
Lot area, minimum per dwelling unit	2,500 sq. ft.
Lot width, minimum	
Detached	40 ft.
Semidetached	30 ft.
Attached	20 ft.
Multifamily building	80 ft.
Build-to line/front yard	Match existing adjacent setback
Side yard, minimum	Existing adjacent, 10 feet minimum
Multifamily building	20 feet
Accessory structures	5 feet
Rear yard, minimum	20 feet
Accessory structures	5 feet
Height, maximum	35 feet; Multifamily 55 feet
Impervious coverage, maximum	70%
Building coverage, maximum	50%
Green space, minimum	30%
Private Passive Recreation Space	
Multifamily Development with more than 12 units	5%

CIVIL SERVICE COMMISSION
Cathy Wilson, Chair
Troy L. Chapman, Vice-Chair
Richard Eagles, Secretary
Staci L. King – Recording Secretary

MUNICIPAL BUILDING
401 EAST GAY STREET
WEST CHESTER, PA 19380

Borough of West Chester Pennsylvania

ANNUAL REPORT - CIVIL SERVICE COMMISSION – 2025

January 24	Rich Eagles appointed to Civil Service Commission by Borough Council and Sworn in
February 3	Rich Eagles elected Secretary. Review hiring process status and timeline
March 15	Written Exam and Physical Agility Test for Patrol Officers
March 22	Written Exam and Physical Agility Test for Patrol Officers
March 26	Executive Session. Review test scores to establish eligibility list
April 10	Oral Review Board for officer candidates
April 14	Oral Review Board for officer candidates
April 16	Jerry Scanlan appointed Civil Service Commission Alternate by Borough Council
April 22	Executive Session: Review candidate scores after Oral Review Board Interviews
May 14	Members of CSC witnessed the presentation of a Citation to Reese Davis for his 26 years of service to the West Chester Civil Service Commission
May 27	Executive Session. Review polygraph/background checks and create certified list
June 10	Executive Session. Review additional 4 polygraph results; Conduct appeal hearing
July 1	Members of CSC witnessed the swearing-in of Gavin Storlazzi and Christopher DeBaptiste

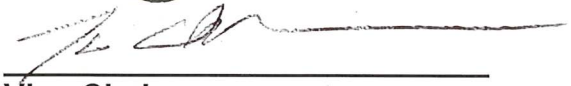
October 28 CSC Public Meeting. Reviewed current staffing and status of new officers. Reviewed budget.

November 18 CSC Public Meeting. Chris Dey resigned, effective November 18. Identified upcoming Police Force Staffing Changes (2 vacancies in the position of Sergeant and 2 vacancies in the position of Corporal; post promotion, 3 total vacancies for patrol officer). Active Eligibility List was retired to allow for the creation of an eligibility list of sufficient size in 2026

Civil Service Commission



Chair



Vice-Chair



Secretary

Borough of West Chester
401 East Gay St West Chester PA 19380
www.west-chester.com
(610)-692-7574

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: February 11, 2026

Re: 2026 Traffic Signal Maintenance Rebid

We opened bids for the 2026 Traffic Signal Maintenance Rebid on Friday, February 6th, 2026. Attached is a bid tabulation.

The low bidder was Signal Service; however, their bid was not responsible as they were missing multiple line items. The second low bidder was Kuharchik Construction, Inc. We have reviewed their bid documents and the bid is responsible. Please note that we have reviewed their qualifications and reviewed the references provided. We recommend that the contract be awarded to Kuharchik Construction, Inc for the unit prices shown in the bid tabulation below.

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West Chester Borough							
2026 Traffic Signal Maintenance							
Bid Analysis							
		Total Bids					
No.	Description	Unit	Qty.	Unit Price	Kuharchik Construction Inc.	Unit Price	Signal Service
1	Signal Technician	HR	1	$ 150.00	$ 150.00	$ 80.00	$ 80.00
2	Signal Mechanic	HR	1	$ 150.00	$ 150.00	$ -	$ -
3	Equipment Operator	HR	1	$ 75.00	$ 75.00	$ -	$ -
4	Foreman	HR	1	$ 160.00	$ 160.00	$ 95.00	$ 95.00
5	Service Vehicle	HR	1	$ 25.00	$ 25.00	$ 25.00	$ 25.00
6	Bucket Truck	HR	1	$ 35.00	$ 35.00	$ 60.00	$ 60.00
7	Crane/Ladder Truck	HR	1	$ 45.00	$ 45.00	$ 75.00	$ 75.00
8	Auger Truck	HR	1	$ 40.00	$ 40.00	$ -	$ -
9	Backhoe	HR	1	$ 45.00	$ 45.00	$ -	$ -
10	Dump Truck	HR	1	$ 15.00	$ 15.00	$ -	$ -
11	Compressor	HR	1	$ 5.00	$ 5.00	$ -	$ -
12	Earth Trencher	HR	1	$ 15.00	$ 15.00	$ -	$ -
13	Weheel Trencher	HR	1	$ 100.00	$ 100.00	$ -	$ -
	Totals				$ 860.00		$ 335.00

ORDINANCE NO. ___ – 2026

BOROUGH OF WEST CHESTER

CHESTER COUNTY, PENNSYLVANIA

AN ORDINANCE OF THE BOROUGH OF WEST CHESTER, CHESTER COUNTY, PENNSYLVANIA, ~~AMENDING THE BOROUGH CODE~~ TO REQUIRE BOROUGH COUNCIL APPROVAL PRIOR TO ANY PARTICIPATION BY THE WEST CHESTER POLICE DEPARTMENT IN IMMIGRATION ENFORCEMENT AUTHORITY UNDER SECTION 287(g) OF THE IMMIGRATION AND NATIONALITY ACT.

BE IT ENACTED AND ORDAINED and it is hereby enacted by authority of the Council of the Borough of West Chester as follows:

WHEREAS, the Borough of West Chester is a home-rule municipality organized under the laws of the Commonwealth of Pennsylvania and governed by an elected Borough Council vested with legislative authority over municipal policy, appropriations, and the use of Borough resources pursuant to the Borough's Home Rule Charter; and

WHEREAS, under the Home Rule Charter, the Mayor serves as the chief executive officer of the Borough and is charged with supervising the administration and execution of Borough ordinances and applicable law, including the supervision of the Police Department; and

WHEREAS, the West Chester Police Department ("WCPD") is a municipal police department whose operations are carried out under executive supervision but whose participation in discretionary programs involving Borough policy and resources is subject to legislative authorization by Borough Council; and

WHEREAS, Section 287(g) of the Immigration and Nationality Act, 8 U.S.C. § 1357(g), authorizes—but does not require—state and local law enforcement agencies to enter into voluntary agreements with U.S. Immigration and Customs Enforcement ("ICE") to perform certain federal immigration enforcement functions; and

WHEREAS, participation in the 287(g) program involves the discretionary use of municipal personnel, training, time, equipment, and other Borough resources, and therefore constitutes a matter of municipal policy and fiscal oversight within the legislative authority of Borough Council; and

WHEREAS, the Borough Council finds that any decision to initiate, enter into, or participate in a 287(g) agreement should be made transparently, publicly, and only with the express authorization of the Borough's governing body.

NOW, THEREFORE, BE IT ORDAINED AND ENACTED by the Borough Council of the Borough of West Chester, Chester County, Pennsylvania, as follows:

SECTION 1. ~~**Addition of New Section to Borough Code**~~

~~A new section is hereby added to the Borough Code to read as follows:~~

§ ___. Requirement for Council Approval for Participation in 287(g) Agreements

A. Definitions. For purposes of this Ordinance~~section~~:

1. **"287(g) Agreement"** shall mean any memorandum of agreement, contract, addendum, designation, or other formal arrangement entered into pursuant to Section 287(g) of the Immigration and Nationality Act, 8 U.S.C. § 1357(g), that authorizes the West Chester Police Department or any officer thereof to perform federal immigration enforcement functions.

2. **"West Chester Police Department" or "WCPD"** means the municipal police department of the Borough of West Chester, including all sworn officers, employees, and agents.

B. Council Approval Requirement.

1. The West Chester Police Department shall not initiate, enter into, renew, modify, or participate in any 287(g) Agreement unless such participation has been expressly authorized in advance by Borough Council by ordinance or resolution adopted at a public meeting.

2. No officer or employee of the West Chester Police Department shall seek, accept, or exercise any designation, deputization, training, or authority under a 287(g) Agreement absent such authorization by Borough Council.

3. No Borough funds, personnel, equipment, facilities, technology, or other municipal resources shall be used to support a 287(g) Agreement without prior authorization by Borough Council.

C. Disclosure and Review Prior to Consideration. Prior to any Borough Council consideration of participation in a 287(g) Agreement, the proposed agreement or participation plan shall be made publicly available and shall include, at a minimum:

1. A description of the scope of authority sought for WCPD personnel;

2. Any training, supervision, or reporting requirements associated with the agreement;

3. The anticipated fiscal impact on the Borough; and

4. The proposed duration of the agreement and provisions for termination.

D. Preservation of Charter Authority and Compliance With Law. Nothing in this section shall be construed to:

1. Prohibit the West Chester Police Department from complying with valid federal or state warrants, court orders, or subpoenas;

2. Interfere with the lawful activities of federal immigration authorities acting within their jurisdiction;

3. Prohibit cooperation or information-sharing required by applicable federal or state law; or

4. Limit or impair the Mayor's authority, under the Home Rule Charter, to supervise the West Chester Police Department in the administration and execution of Borough ordinances or other applicable law, except that the discretionary decision to initiate, enter into, or participate in a 287(g) Agreement is a matter of municipal policy and resource allocation expressly reserved to Borough Council.

E. No Private Right of Action. This Ordinance ~~section~~ is intended solely for internal Borough governance and shall not be construed to create a private right of action against the Borough, its officers, employees, or agents.

SECTION 2. Severability.

If any provision of this Ordinance, or the application thereof to any person or circumstance, is held invalid, such invalidity shall not affect the remaining provisions of this Ordinance, which shall remain in full force and effect.

SECTION 3. Effective Date.

This Ordinance shall become effective upon enactment as provided by law.~~This Ordinance shall take effect immediately upon enactment.~~

ENACTED AND ORDAINED THIS _____ DAY OF _____, 2026.

ATTEST:

COUNCIL FOR THE BOROUGH OF WEST CHESTER

_____

Sean Metrick, Secretary

By: _____

Nicole Scimone, President

APPROVED THIS _____ DAY OF _____, 2026.

_____

Lillian L. DeBaptiste, Mayor

ORDINANCE NO. ___ – 2026

BOROUGH OF WEST CHESTER

CHESTER COUNTY, PENNSYLVANIA

AN ORDINANCE OF THE BOROUGH OF WEST CHESTER, CHESTER COUNTY, PENNSYLVANIA, TO REQUIRE BOROUGH COUNCIL APPROVAL PRIOR TO ANY PARTICIPATION BY THE WEST CHESTER POLICE DEPARTMENT IN IMMIGRATION ENFORCEMENT AUTHORITY UNDER SECTION 287(g) OF THE IMMIGRATION AND NATIONALITY ACT.

BE IT ENACTED AND ORDAINED and it is hereby enacted by authority of the Council of the Borough of West Chester as follows:

WHEREAS, the Borough of West Chester is a home-rule municipality organized under the laws of the Commonwealth of Pennsylvania and governed by an elected Borough Council vested with legislative authority over municipal policy, appropriations, and the use of Borough resources pursuant to the Borough's Home Rule Charter; and

WHEREAS, under the Home Rule Charter, the Mayor serves as the chief executive officer of the Borough and is charged with supervising the administration and execution of Borough ordinances and applicable law, including the supervision of the Police Department; and

WHEREAS, the West Chester Police Department ("WCPD") is a municipal police department whose operations are carried out under executive supervision but whose participation in discretionary programs involving Borough policy and resources is subject to legislative authorization by Borough Council; and

WHEREAS, Section 287(g) of the Immigration and Nationality Act, 8 U.S.C. § 1357(g), authorizes—but does not require—state and local law enforcement agencies to enter into voluntary agreements with U.S. Immigration and Customs Enforcement ("ICE") to perform certain federal immigration enforcement functions; and

WHEREAS, participation in the 287(g) program involves the discretionary use of municipal personnel, training, time, equipment, and other Borough resources, and therefore constitutes a matter of municipal policy and fiscal oversight within the legislative authority of Borough Council; and

WHEREAS, the Borough Council finds that any decision to initiate, enter into, or participate in a 287(g) agreement should be made transparently, publicly, and only with the express authorization of the Borough's governing body.

NOW, THEREFORE, BE IT ORDAINED AND ENACTED by the Borough Council of the Borough of West Chester, Chester County, Pennsylvania, as follows:

SECTION 1. Requirement for Council Approval for Participation in 287(g) Agreements

A. Definitions. For purposes of this Ordinance:

1. **"287(g) Agreement"** shall mean any memorandum of agreement, contract, addendum, designation, or other formal arrangement entered into pursuant to Section 287(g) of the Immigration and Nationality Act, 8 U.S.C. § 1357(g), that authorizes the West Chester Police Department or any officer thereof to perform federal immigration enforcement functions.

2. **"West Chester Police Department" or "WCPD"** means the municipal police department of the Borough of West Chester, including all sworn officers, employees, and agents.

B. Council Approval Requirement.

1. The West Chester Police Department shall not initiate, enter into, renew, modify, or participate in any 287(g) Agreement unless such participation has been expressly authorized in advance by Borough Council by ordinance or resolution adopted at a public meeting.

2. No officer or employee of the West Chester Police Department shall seek, accept, or exercise any designation, deputization, training, or authority under a 287(g) Agreement absent such authorization by Borough Council.

3. No Borough funds, personnel, equipment, facilities, technology, or other municipal resources shall be used to support a 287(g) Agreement without prior authorization by Borough Council.

C. Disclosure and Review Prior to Consideration. Prior to any Borough Council consideration of participation in a 287(g) Agreement, the proposed agreement or participation plan shall be made publicly available and shall include, at a minimum:

1. A description of the scope of authority sought for WCPD personnel;

2. Any training, supervision, or reporting requirements associated with the agreement;

3. The anticipated fiscal impact on the Borough; and

4. The proposed duration of the agreement and provisions for termination.

D. Preservation of Charter Authority and Compliance With Law. Nothing in this section shall be construed to:

1. Prohibit the West Chester Police Department from complying with valid federal or state warrants, court orders, or subpoenas;

2. Interfere with the lawful activities of federal immigration authorities acting within their jurisdiction;

3. Prohibit cooperation or information-sharing required by applicable federal or state law; or

4. Limit or impair the Mayor's authority, under the Home Rule Charter, to supervise the West Chester Police Department in the administration and execution of Borough ordinances or other applicable law, except that the discretionary decision to initiate, enter into, or participate in a 287(g) Agreement is a matter of municipal policy and resource allocation expressly reserved to Borough Council.

E. No Private Right of Action. This Ordinance is intended solely for internal Borough governance and shall not be construed to create a private right of action against the Borough, its officers, employees, or agents.

SECTION 2. Severability.

If any provision of this Ordinance, or the application thereof to any person or circumstance, is held invalid, such invalidity shall not affect the remaining provisions of this Ordinance, which shall remain in full force and effect.

SECTION 3. Effective Date.

This Ordinance shall become effective upon enactment as provided by law.

ENACTED AND ORDAINED THIS _____ DAY OF _____, 2026.

ATTEST:

COUNCIL FOR THE BOROUGH OF WEST CHESTER

_____
Sean Metrick, Secretary

By: _____
Nicole Scimone, President

APPROVED THIS _____ DAY OF _____, 2026.

_____
Lillian L. DeBaptiste, Mayor

Organization/Sponsor Name: Borough of West Chester P&R

OFFICE USE ONLY - NOT TO BE COMPLETED BY THE APPLICANT

Date Application Received: 1.6.24 Date Payment(s) Received: _____

Annual Halloween Parade

YES	N/A	
☑		Completed and Signed Application
☑		Date of event/Event time/Set up/Breakdown 10/28/24 rain date 10/29/24 7p-8p / 4p-9p
☑		Map of the Event or Location of the Event
☑		List of Streets to be Closed for the Event
☑		List of Borough Services requested - to be reviewed by West Chester Borough WCPD, WCPW, WC Parking, GFAC
☐		Non-refundable application fee - may be cash, check, or money order exempt
☐		Applicant's Certificate of Insurance our event
☐	☐	West Chester Police Department Fees - required for runs
☐	☐	List of Food Vendors with Chester County Health Department Licenses to follow
☐	☐	List of Sub-Contractors with Certificates of Insurance to follow
☐	☐	Proof of public transportation approval if public streets are to be closed
☑	☐	Proof of notification to Good Fellowship Ambulance - required for runs email sent to Septa & TMAAC
☐	☐	Pennsylvania Liquor Control Board Permit if alcohol is to be served

Approved by Pubic Works	YES ☐	NO ☐	Date: _____
Approved by Parking Department	YES ☐	NO ☐	Date: _____
Approved by Parks and Recreation	YES ☑	NO ☐	Date: 1.30.24 kth
Approved by Police Department	YES ☐	NO ☐	Date: _____
Approved by Borough Council	YES ☐	NO ☐	Date: _____

Notes:

Organization/Sponsor Name: Penn Fusion Soccer

OFFICE USE ONLY - NOT TO BE COMPLETED BY THE APPLICANT

Date Application Received: 1.12.26 Date Payment(s) Received: _____

YES	N/A	
☐	☑	Completed and Signed Application
☑	☐	Date of event/Event time/Set up/Breakdown
☑	☐	Map of the Event or Location of the Event
☑	☐	List of Streets to be Closed for the Event — SW Loop
☑	☐	List of Borough Services requested - to be reviewed by West Chester Borough — NA
☑	☐	Non-refundable application fee - may be cash, check, or money order — WCPD
☑	☐	Applicant's Certificate of Insurance
☐	☑	West Chester Police Department Fees - required for runs
☐	☑	List of Food Vendors with Chester County Health Department Licenses
☐	☑	List of Sub-Contractors with Certificates of Insurance
☐	☑	Proof of public transportation approval if public streets are to be closed
☐	☐	Proof of notification to Good Fellowship Ambulance - required for runs
☐	☑	Pennsylvania Liquor Control Board Permit if alcohol is to be served

Approved by Pubic Works	YES ☐	NO ☐	Date: _____
Approved by Parking Department	YES ☐	NO ☐	Date: _____
Approved by Parks and Recreation	YES ☒	NO ☐	Date: 1.21.26
Approved by Police Department	YES ☐	NO ☐	Date: _____
Approved by Borough Council	YES ☐	NO ☐	Date: _____

Notes:

Main Notes Contacts Fees Details Submittals Workflow Other Requirements

Permit #: SE-26-0004	Status:	COMPLETENESS REVIEW	Contact:	Neil Gilman	Site Address: 18 W GAY ST WEST CHESTER, PA 19380
Type: SPECIAL EVENT PERMIT	Project Name:	5th Annual 5k Charity Run	Contractor:		

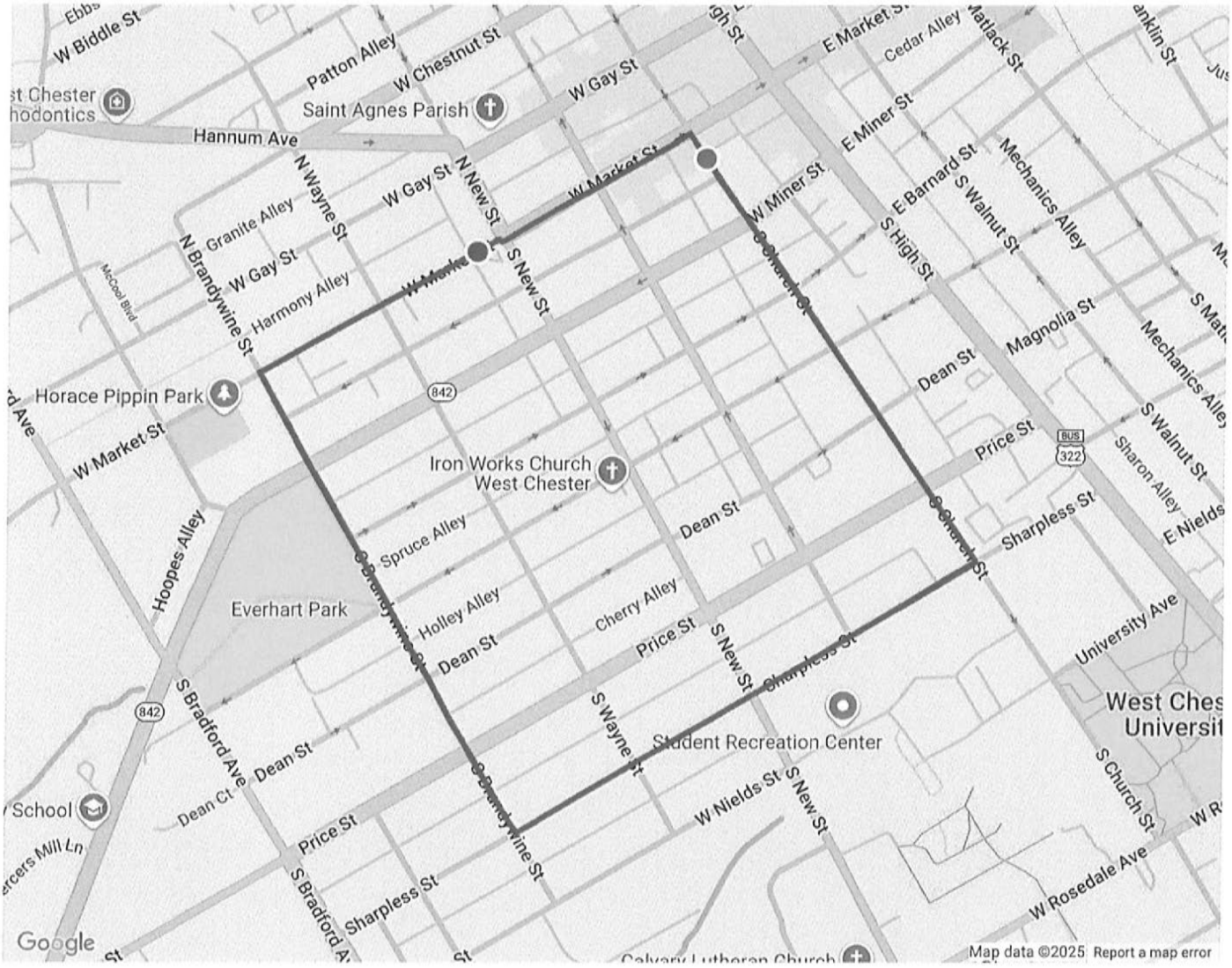
Name	Value
DAY-OF CONTACT NAME:*	Neil Gilman
DAY-OF CONTACT PHONE NUMBER:*	[redacted]
DATE OF EVENT:*	05/30/2026
SET-UP TIME:*	7:00am
BREAK-DOWN TIME:*	11:30am
EVENT START TIME:*	9:00am
EVENT END TIME:*	10:30am
TYPE OF EVENT:*	Walk/Run
NUMBER OF PARTICIPANTS:*	250
NUMBER OF WORKERS:*	20
LIST ALL STREET CLOSURES:*	Church
IMPACT ON PUBLIC TRANSPORTATION:*	Yes
FOOD VENDORS:*	☐
CRAFTERS:*	☑
CRAFTERS COUNT:*	0

MAPMYRUN
POWERED BY Outside

DOWNTOWN WEST CHESTER RACE COURSE

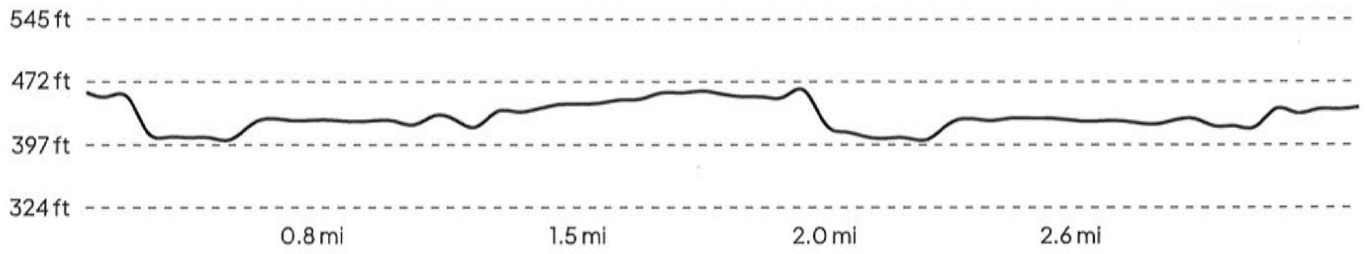
3.12 mi	95 ft	Run
Distance	Elevation Gain	Activity Type

Notes



Elevation

Start	Max	Gain
461 ft	463 ft	95 ft



DISTANCE (MI)	DIRECTION
0.00	Head southeast on N Church St toward Wollerton St
0.39	Turn right onto Sharpless St
0.40	Head southwest on Sharpless St toward Jones Alley
0.82	Turn right onto S Brandywine St
0.84	Head northwest on S Brandywine St toward Juniper Alley
1.25	Turn right onto W Market StDestination will be on the right
1.29	Head northeast on W Market St toward N Wayne StDestination will be on the right
1.63	Head northeast on W Market St toward N Church St
1.64	Turn right onto N Church St
1.77	Head southeast on S Church St toward W Barnard St
2.06	Turn right onto Sharpless StDestination will be on the right
2.09	Head southwest on Sharpless St toward Jones Alley
2.49	Turn right onto S Brandywine StDestination will be on the right
2.54	Head northwest on S Brandywine St toward Historic Rte 100/Price StDestination will be on the right
2.91	Head northwest on S Brandywine St toward W Market St
2.92	Turn right onto W Market StDestination will be on the right
3.11	Head northeast on W Market St toward Potter AlleyDestination will be on the right
3.12	Destination

West Chester Police Department
AGREEMENT FOR POLICE SERVICES

401 EAST GAY STREET WEST CHESTER, PA 19380 TELEPHONE: 610-696-2700

Josh Lee
Chief of Police

Chris Daly
Lieutenant

Jeffrey Ditz
Lieutenant

James Gorman
Lieutenant

In order to process your request for police coverage at your event, please complete the information that is listed below. Once this form is complete, please submit it to:

West Chester Police Department
Attention: Staci King
401 East Gay Street
West Chester, PA 19380

Please note that all fees must be received no later than 5 days prior to the event. All police fees for runs and races must be submitted at the time of application. Should you have questions, please call 610-436-1323.

Event Name: 3th Penn Fusion Charity 5K Run

Event Date: 05/30/2026 **Start Time:** 8:30 **End Time:** 10:30

Name of Organization Hosting Event: Penn Fusion Soccer Academy

Person Responsible for Payment of Fee: Neil Gilman

Address of Person Responsible for Fee: [redacted]

Phone Number of Person Responsible:

Number of Police Officers Requested: 2

I, Neil Gilman **certify that I am requesting police coverage for the event listed above and that I am authorized to do so on behalf of the organization. I am aware that police coverage for this event is invoiced at $129.00 per officer, per hour, with a 3 hour minimum for all events. Events that take place on holidays are billed at double time rate.**

Signature

01/11/2026
Date

Organization/Sponsor Name: Zukin Realty Inc.

OFFICE USE ONLY - NOT TO BE COMPLETED BY THE APPLICANT

Date Application Received: 1.7.24 Date Payment(s) Received: _____

YES	N/A	
☑		Completed and Signed Application
☑		Date of event/Event time/Set up/Breakdown
☑		Map of the Event or Location of the Event
☐		List of Streets to be Closed for the Event
☐		List of Borough Services requested - to be reviewed by West Chester Borough
☑		Non-refundable application fee - may be cash, check, or money order
☑		Applicant's Certificate of Insurance
☑	☐	West Chester Police Department Fees - required for runs
☐	☑	List of Food Vendors with Chester County Health Department Licenses
☐	☑	List of Sub-Contractors with Certificates of Insurance
☐	☑	Proof of public transportation approval if public streets are to be closed
☑	☐	Proof of notification to Good Fellowship Ambulance - required for runs
☐	☑	Pennsylvania Liquor Control Board Permit if alcohol is to be served

NA

WCPD

Approved by Pubic Works	YES ☐	NO ☐	Date: _____
Approved by Parking Department	YES ☐	NO ☐	Date: _____
Approved by Parks and Recreation	YES ☒	NO ☐	Date: 1.30.24 KAH
Approved by Police Department	YES ☐	NO ☐	Date: _____
Approved by Borough Council	YES ☐	NO ☐	Date: _____

Notes:

Good Fellowship Ambulance & EMS Training Institute

Serving the Community for Over 70 Years

600 Montgomery Avenue ♦ PO Box 361 ♦ West Chester, PA 19381-0361 ♦ (610) 431-3132 ♦ www.goodfellowship.org

Special Event EMS Standby Agreement

Zukin Realty ("Sponsoring Agency") has requested EMS standby coverage from Good Fellowship Ambulance for the following event:

Name of Event:	Running Home 5K	
Type and Nature of Event:	5K	
Date/Time of Event: (Start):	4/25/26 0900	
(Finish):	1030	
Event Location(s):	Church St/Market St	
Sponsoring Agency Contact Name:	Delina Joyce	
Sponsoring Agency Contact Phone:	[redacted]	
Type of Service:	Dedicated	Non-Dedicated* X

**Non-Dedicated coverage means a staffed EMS unit will be repositioned to the above event(s) during the indicated time(s) as available. This unit shall remain in-service to answer all emergency calls dispatched to Good Fellowship Ambulance during this time. This includes any requests for medical assistance at the event. Continuous coverage at the special event is not guaranteed for any portion of the event. Additional EMS units will not be routed to the event if and when the assigned unit is called away.*

Requested Resources Personnel and Equipment

Personnel	Vehicles	Equipment/Supplies
On-duty crew	N/A	N/A

The Sponsoring Agency understands it is responsible for complying with any applicable rule, ordinance, or statute requiring the presence of EMS at a special event or community program.

If the Sponsoring Agency wishes to have a Dedicated EMS standby for the event, arrangements must be made at least thirty (30) days before the start of the event.

Event Sponsor Initials:_____

Events scheduled with fewer than 30 days' notice may incur a 15% late scheduling surcharge applied to their total cost.

All events are subject to a 2-hour minimum charge for services requested.

Cancellations within 7 days of the event may be subject to a cancellation fee equal to 2 hours of services requested.

If selecting Non-Dedicated EMS standby services to the sponsoring agency, the undersigned, Sponsoring Agency, hereby acknowledges the meaning of Non-Dedicated service as set forth above, understands and agrees that continuous coverage may not be available at the event and agrees to hold Good Fellowship Ambulance, its officers, directors, members and employees harmless from any and all suits, actions, injuries, loss or damages, of any kind, arising out of any act, occurrence or omission resulting from Sponsoring Agency's or Good Fellowship Ambulance's failure to provide Dedicated EMS standby services during the event.

Printed Name of Sponsoring Agency Representative	Title
Signature	Date

FOR GOOD FELLOWSHIP AMBULANCE USE ONLY

Date Signed Agreement Received: 1/9/2026

Signed Agreement Received By: Brian Sporek

Signed Agreement Received Signature: Brian Sporek

Event Sponsor Initials:_____


Finish!
Start!
WEST MARKET STREET
SOUTH BRANDYWINE STREET
SOUTH CHURCH STREET
SHARPLESS STREET
north new street
south new street
wollerton alley
west miller street
hemlock alley
west barnard street
spruce alley
west union street
holley alley
dean street
cherry alley
price street
juniper alley

Main Notes Contacts Fees Details Submittals Workflow Other Requirements

Permit #: SE-26-0003 Alerts Status: COMPLETENESS REVIEW Contact: Asdourian, chris Site Address: 1 N CHURCH ST WEST CHESTER, PA 19380
Type: SPECIAL EVENT PERMIT Project Name: Running Home 5K Contractor:

Name	Value
DAY-OF CONTACT NAME:*	Delina Joyce
DAY-OF CONTACT PHONE NUMBER:*	[redacted]
DATE OF EVENT:*	04/25/2026
SET-UP TIME:*	7:00am
BREAK-DOWN TIME:*	11:00am
EVENT START TIME:*	9:00am
EVENT END TIME:*	10:30am
TYPE OF EVENT:*	Walk/Run
NUMBER OF PARTICIPANTS:*	300
NUMBER OF WORKERS:*	40
LIST ALL STREET CLOSURES:*	n/a
IMPACT ON PUBLIC TRANSPORTATION:*	Yes
FOOD VENDORS:*	☐
CRAFTERS:*	☐
CRAFTERS COUNT:*	0

West Chester Police Department
AGREEMENT FOR POLICE SERVICES

401 EAST GAY STREET *WEST CHESTER, PA 19380* *TELEPHONE: 610-696-2700*

Josh Lee
Chief of Police

Chris Daly
Lieutenant

Jeffrey Ditz
Lieutenant

James Gorman
Lieutenant

In order to process your request for police coverage at your event, please complete the information that is listed below. Once this form is complete, please submit it to:

West Chester Police Department
Attention: Staci King
401 East Gay Street
West Chester, PA 19380

Please note that all fees must be received no later than 5 days prior to the event. All police fees for runs and races must be submitted at the time of application. Should you have questions, please call 610-436-1323.

Event Name: Running Home 5k

Event Date: 4/25/26 **Start Time:** 9am **End Time:** 11am

Name of Organization Hosting Event: Zukin Realty Inc.

Person Responsible for Payment of Fee: Zukin Realty (Delina Joyce)

Address of Person Responsible for Fee: 121 E. Gay St. West Chester, PA 19380

Phone Number of Person Responsible: [redacted]

Number of Police Officers Requested: 2 1 lead, 1 trail

I, Delina Joyce **certify that I am requesting police coverage for the event listed above and that I am authorized to do so on behalf of the organization. I am aware that police coverage for this event is invoiced at $129.00 per officer, per hour, with a 3 hour minimum for all events. Events that take place on holidays are billed at double time rate.**

Delina Joyce. 1/7/26

Signature **Date**

Organization/Sponsor Name: ~~Borough of West Chester P&R~~

OFFICE USE ONLY - NOT TO BE COMPLETED BY THE APPLICANT

Date Application Received: 2.5.26 Date Payment(s) Received: _____

YES	N/A		
☑		Completed and Signed Application	Santa @ The Square
☐		Date of event/Event time/Set up/Breakdown	12/5/24 rain date 12/6/24 / 4:30-6:30p / 1-9p
☐		Map of the Event or Location of the Event	Marshall Square Park
☐		List of Streets to be Closed for the Event	none
☐		List of Borough Services requested - to be reviewed by West Chester Borough	WCPW, WC Parking
☐		Non-refundable application fee - may be cash, check, or money order	~~$50~~ NA
☐		Applicant's Certificate of Insurance	our event
☐	☐	West Chester Police Department Fees - required for runs	
☐	☐	List of Food Vendors with Chester County Health Department Licenses	to follow
☐	☐	List of Sub-Contractors with Certificates of Insurance	to follow
☐	☑	Proof of public transportation approval if public streets are to be closed	NA
☐	☐	Proof of notification to Good Fellowship Ambulance - required for runs	
☐	☑	Pennsylvania Liquor Control Board Permit if alcohol is to be served	

Approved by Pubic Works	YES ☐	NO ☐	Date: _____
Approved by Parking Department	YES ☐	NO ☐	Date: _____
Approved by Parks and Recreation	YES ☒	NO ☐	Date: 2.6.26 KAH
Approved by Police Department	YES ☐	NO ☐	Date: _____
Approved by Borough Council	YES ☐	NO ☐	Date: _____

Notes:

Organization/Sponsor Name: Borough of West Chester P & R

OFFICE USE ONLY - NOT TO BE COMPLETED BY THE APPLICANT

Date Application Received: 1.6.26 Date Payment(s) Received: _____

43rd TURKS HEAD MUSIC FESTIVAL

YES	N/A	
☑	☐	Completed and Signed Application
☑	☐	Date of event/Event time/Set up/Breakdown 6/7/24 rain date 6/14/24 11a-7p / 8a-9p
☑	☐	Map of the Event or Location of the Event
☑	☐	List of Streets to be Closed for the Event
☑	☐	List of Borough Services requested - to be reviewed by West Chester Borough WCPD, WCPW, WC Parking, GFAC,
☑	☐	Non-refundable application fee - may be cash, check, or money order NA
☑	☐	Applicant's Certificate of Insurance order event
☐	☐	West Chester Police Department Fees - required for runs
☐	☐	List of Food Vendors with Chester County Health Department Licenses to follow
☐	☐	List of Sub-Contractors with Certificates of Insurance to follow
☐	☐	Proof of public transportation approval if public streets are to be closed n/a
☐	☐	Proof of notification to Good Fellowship Ambulance - required for runs
☐	☐	Pennsylvania Liquor Control Board Permit if alcohol is to be served

Approved by Pubic Works	YES ☐	NO ☐	Date: _____
Approved by Parking Department	YES ☐	NO ☐	Date: _____
Approved by Parks and Recreation	YES ☒	NO ☐	Date: 1/30/26 KAH
Approved by Police Department	YES ☐	NO ☐	Date: _____
Approved by Borough Council	YES ☐	NO ☐	Date: _____

Notes:

Organization/Sponsor Name: Victorious Health & Wellness

OFFICE USE ONLY - NOT TO BE COMPLETED BY THE APPLICANT

Date Application Received: 12/30/25 Date Payment(s) Received: _____

YES	N/A	
☑		Completed and Signed Application
☑		Date of event/Event time/Set up/Breakdown 3.1.26 / 9a-10a / 8a 10a
☑		Map of the Event or Location of the Event SW Loop
☑		List of Streets to be Closed for the Event N/A
☑		List of Borough Services requested - to be reviewed by West Chester Borough WCPD
☑		Non-refundable application fee - may be cash, check, or money order
☑		Applicant's Certificate of Insurance
☑	☐	West Chester Police Department Fees - required for runs
☐	☑	List of Food Vendors with Chester County Health Department Licenses
☐	☑	List of Sub-Contractors with Certificates of Insurance
☐	☑	Proof of public transportation approval if public streets are to be closed
☑	☐	Proof of notification to Good Fellowship Ambulance - required for runs
☐	☑	Pennsylvania Liquor Control Board Permit if alcohol is to be served

Approved by Pubic Works	YES ○	NO ○	Date: _____
Approved by Parking Department	YES ○	NO ○	Date: _____
Approved by Parks and Recreation	YES ☒	NO ○	Date: 1/20/26 KM
Approved by Police Department	YES ○	NO ○	Date: _____
Approved by Borough Council	YES ○	NO ○	Date: _____

Notes:

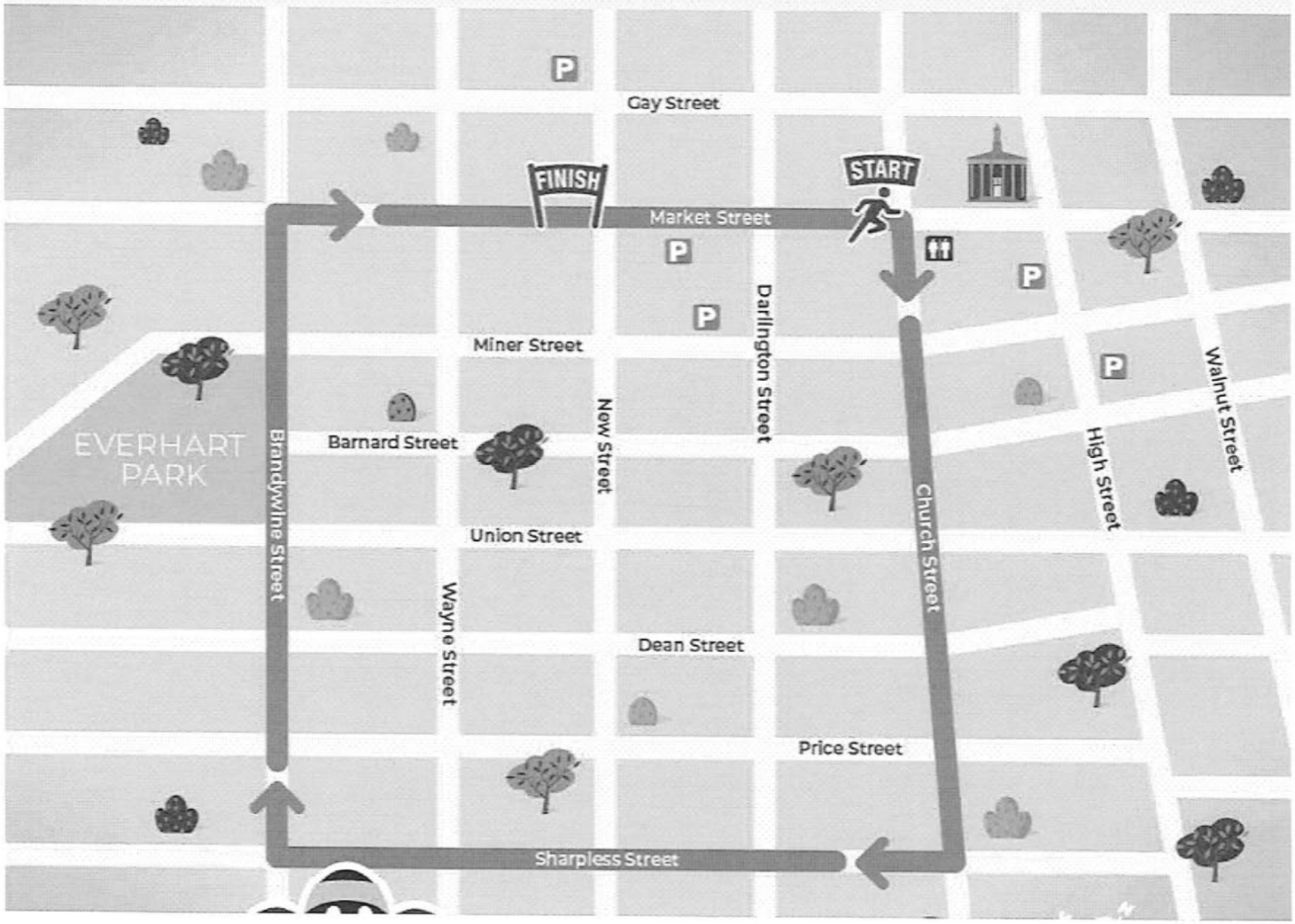
Main Notes Contacts Fees Details Submittals Workflow Other Requirements

Permit #: SE-25-0030 Status: COMPLETENESS REVIEW Contact: Baldwin-Bohn, Victoria Site Address: Market street West Chester, PA 19380

Type: SPECIAL EVENT PERMIT Project Name: march for paws Contractor:

Name	Value
DAY-OF CONTACT NAME:*	Victoria Bohn-Baldwin
DAY-OF CONTACT PHONE NUMBER:*	[redacted]
DATE OF EVENT:*	03/01/2026
SET-UP TIME:*	8am
BREAK-DOWN TIME:*	9:45am
EVENT START TIME:*	9am
EVENT END TIME:*	9:45am
TYPE OF EVENT:*	Walk/Run
NUMBER OF PARTICIPANTS:*	200
NUMBER OF WORKERS:*	30
LIST ALL STREET CLOSURES:*	one side of market ,church st,,sharpless st,,bl
IMPACT ON PUBLIC TRANSPORTATION:*	No
FOOD VENDORS:*	☐
CRAFTERS:*	☐
CRAFTERS COUNT:*	-1

5K Run = 2 laps | 2K Walk = 1 lap



West Chester Police Department
AGREEMENT FOR POLICE SERVICES

401 EAST GAY STREET | WEST CHESTER, PA 19380 | TELEPHONE: 610-696-2700

Josh Lee
Chief of Police

Chris Daly
Lieutenant

Jeffrey Ditz
Lieutenant

James Gorman
Lieutenant

In order to process your request for police coverage at your event, please complete the information that is listed below. Once this form is complete, please submit it to:

West Chester Police Department
Attention: Staci King
401 East Gay Street
West Chester, PA 19380

Please note that all fees must be received no later than 5 days prior to the event. All police fees for runs and races must be submitted at the time of application. Should you have questions, please call 610-436-1323.

Event Name: MARCH for PAWS 5K

Event Date: March 1 2026 **Start Time:** _____ **End Time:** _____

Name of Organization Hosting Event: VHW Races LLC

Person Responsible for Payment of Fee: Victoria Baldwin

Address of Person Responsible for Fee: [redacted]

Phone Number of Person Responsible:

Number of Police Officers Requested: 2

I, Victori Baldwi certify that I am requesting police coverage for the event listed above and that I am authorized to do so on behalf of the organization. I am aware that police coverage for this event is invoiced at $129.00 per officer, per hour, with a 3 hour minimum for all events. Events that take place on holidays are billed at double time rate.

Signature

12/4/25
Date

Organization/Sponsor Name: ~~Borough of West Chester P&R~~

OFFICE USE ONLY - NOT TO BE COMPLETED BY THE APPLICANT

Date Application Received: 1.6.26 Date Payment(s) Received: _____

YES	N/A	
☑		45th ChesCo Restaurant Fest & Food Truck Completed and Signed Application
☑		Date of event/Event time/Set up/Breakdown 9/20/26 rain date 9/27/26 12p-5p / 9a-8p
☑		Map of the Event or Location of the Event
☑		List of Streets to be Closed for the Event
☑		List of Borough Services requested - to be reviewed by West Chester Borough WCPD, WC PW, WC Parking / GFAC
☐		Non-refundable application fee - may be cash, check, or money order NA
☐		Applicant's Certificate of Insurance our event
☐	☐	West Chester Police Department Fees - required for runs
☐	☐	List of Food Vendors with Chester County Health Department Licenses to follow
☐	☐	List of Sub-Contractors with Certificates of Insurance to follow
☑	☐	Proof of public transportation approval if public streets are to be closed email sent to Septa & TMAVC
☐	☐	Proof of notification to Good Fellowship Ambulance - required for runs
☐	☐	Pennsylvania Liquor Control Board Permit if alcohol is to be served

Approved by Pubic Works	YES ☐	NO ☐	Date: _____
Approved by Parking Department	YES ☐	NO ☐	Date: _____
Approved by Parks and Recreation	YES ☒	NO ☐	Date: 1.30.26 KMH
Approved by Police Department	YES ☐	NO ☐	Date: _____
Approved by Borough Council	YES ☐	NO ☐	Date: _____

Notes:

Organization/Sponsor Name: WCACOG

OFFICE USE ONLY - NOT TO BE COMPLETED BY THE APPLICANT

Date Application Received: 1.29.26 Date Payment(s) Received: _____

America 250 Celebration

YES	N/A	
☑		Completed and Signed Application
☑		Date of event/Event time/Set up/Breakdown 8/2/26 4-8pm / 12-4 / 8-10p
☑		Map of the Event or Location of the Event same footprint as Restaurant Festival w/use of garage roofs.
☑		List of Streets to be Closed for the Event
☑		List of Borough Services requested - to be reviewed by West Chester Borough WCPD, WCPW, WC Parking, GFAC
☐		Non-refundable application fee - may be cash, check, or money order n/a
☐		Applicant's Certificate of Insurance we are hosting
☐	☐	West Chester Police Department Fees - required for runs
☐	☐	List of Food Vendors with Chester County Health Department Licenses
☐	☐	List of Sub-Contractors with Certificates of Insurance
☑	☐	Proof of public transportation approval if public streets are to be closed email sent to Septa & TMAAC
☐	☐	Proof of notification to Good Fellowship Ambulance - required for runs
☐	☐	Pennsylvania Liquor Control Board Permit if alcohol is to be served

Approved by Pubic Works	YES ☐	NO ☐	Date: _____
Approved by Parking Department	YES ☐	NO ☐	Date: _____
Approved by Parks and Recreation	YES ☒	NO ☐	Date: 2.4/26 KMH
Approved by Police Department	YES ☐	NO ☐	Date: _____
Approved by Borough Council	YES ☐	NO ☐	Date: _____

Notes:

Organization/Sponsor Name: Bourneyf Special Camps.

OFFICE USE ONLY - NOT TO BE COMPLETED BY THE APPLICANT

Date Application Received: 1.21.24 Date Payment(s) Received: _____

YES	N/A	
☑		Completed and Signed Application
☑		Date of event/Event time/Set up/Breakdown
☑		Map of the Event or Location of the Event SW Loop
☐		List of Streets to be Closed for the Event
☑		List of Borough Services requested - to be reviewed by West Chester Borough NA
☑		Non-refundable application fee - may be cash, check, or money order WCPD
☑		Applicant's Certificate of Insurance
☑	☐	West Chester Police Department Fees - required for runs
☐	☑	List of Food Vendors with Chester County Health Department Licenses
☐	☑	List of Sub-Contractors with Certificates of Insurance
☐	☑	Proof of public transportation approval if public streets are to be closed
☑	☐	Proof of notification to Good Fellowship Ambulance - required for runs
☐	☑	Pennsylvania Liquor Control Board Permit if alcohol is to be served

Approved by Pubic Works	YES ☐	NO ☐	Date: _____
Approved by Parking Department	YES ☐	NO ☐	Date: _____
Approved by Parks and Recreation	YES ☒	NO ☐	Date: 1.30.24 RMH
Approved by Police Department	YES ☐	NO ☐	Date: _____
Approved by Borough Council	YES ☐	NO ☐	Date: _____

Notes:

Main Notes Contacts Fees Details Submittals Workflow Other Requirements

Permit #: SE-26-0008 Status: COMPLETENESS REVIEW Contact: Zimmerman, Courtney Site Address: Market Street West Chester, PA 19382
Type: SPECIAL EVENT PERMIT Project Name: Bournelyf 5K run 2K walk Contractor:

Name	Value
DAY-OF CONTACT NAME:*	Courtney Zimmerman
DAY-OF CONTACT PHONE NUMBER:*	[redacted]
DATE OF EVENT:*	05/07/2026
SET-UP TIME:*	5:00pm-6:00pm
BREAK-DOWN TIME:*	7:30pm-8:30pm
EVENT START TIME:*	6:30pm
EVENT END TIME:*	7:30pm
TYPE OF EVENT:*	Walk/Run
NUMBER OF PARTICIPANTS:*	200
NUMBER OF WORKERS:*	30
LIST ALL STREET CLOSURES:*	N/A
IMPACT ON PUBLIC TRANSPORTATION:*	No
FOOD VENDORS:*	☐
CRAFTERS:*	☐
CRAFTERS COUNT:*	0

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Special Event EMS Standby Agreement

Bentley Systems ("Sponsoring Agency") has requested EMS standby coverage from Good Fellowship Ambulance for the following event:

Name of Event:	Bournefly 5K	
Type and Nature of Event:	5K run/2K walk	
Date/Time of Event: (Start):	5/7/2026 1815	
(Finish):	1930	
Event Location(s):	Market St/New St	
Sponsoring Agency Contact Name:	Courtney Zimmerman	
Sponsoring Agency Contact Phone:	[redacted]	
Type of Service:	Dedicated	Non-Dedicated* X

**Non-Dedicated coverage means a staffed EMS unit will be repositioned to the above event(s) during the indicated time(s) as available. This unit shall remain in-service to answer all emergency calls dispatched to Good Fellowship Ambulance during this time. This includes any requests for medical assistance at the event. Continuous coverage at the special event is not guaranteed for any portion of the event. Additional EMS units will not be routed to the event if and when the assigned unit is called away.*

Requested Resources Personnel and Equipment

Personnel	Vehicles	Equipment/Supplies
On-duty crew	N/A	N/A

The Sponsoring Agency understands it is responsible for complying with any applicable rule, ordinance, or statute requiring the presence of EMS at a special event or community program.

If the Sponsoring Agency wishes to have a Dedicated EMS standby for the event, arrangements must be made at least thirty (30) days before the start of the event.

Event Sponsor Initials: CB

Events scheduled with fewer than 30 days' notice may incur a 15% late scheduling surcharge applied to their total cost.

All events are subject to a 2-hour minimum charge for services requested.

Cancellations within 7 days of the event may be subject to a cancellation fee equal to 2 hours of services requested.

If selecting Non-Dedicated EMS standby services to the sponsoring agency, the undersigned, Sponsoring Agency, hereby acknowledges the meaning of Non-Dedicated service as set forth above, understands and agrees that continuous coverage may not be available at the event and agrees to hold Good Fellowship Ambulance, its officers, directors, members and employees harmless from any and all suits, actions, injuries, loss or damages, of any kind, arising out of any act, occurrence or omission resulting from Sponsoring Agency's or Good Fellowship Ambulance's failure to provide Dedicated EMS standby services during the event.

Courtney Zimmerman
Printed Name of Sponsoring Agency Representative

Executive Director
Title

Signature

1/21/26
Date

FOR GOOD FELLOWSHIP AMBULANCE USE ONLY

Date Signed Agreement Received: 1/14/26

Signed Agreement Received By: Brian Sporek

Signed Agreement Received Signature: Brian Sporek

Event Sponsor Initials:_____


Finish
Start
2k: 1 Loop
5k: 2 Loops
Harmony Alley
W Miner St
S New St
Wollerton St
W Market St
Iron Works Church
West Chester
Spruce Alley
Holley Alley
Dean St
Dean St
Dean
Cherry Alley
West Chester
of the Nazarene
Price St
Student Recreation Center
Sharp
S Wayne S
Mulberry Alley

West Chester Police Department
AGREEMENT FOR POLICE SERVICES

401 EAST GAY STREET *WEST CHESTER, PA 19380* *TELEPHONE: 610-696-2700*

Josh Lee
Chief of Police

Chris Daly
Lieutenant

Jeffrey Ditz
Lieutenant

James Gorman
Lieutenant

In order to process your request for police coverage at your event, please complete the information that is listed below. Once this form is complete, please submit it to:

West Chester Police Department
Attention: Staci King
401 East Gay Street
West Chester, PA 19380

Please note that all fees must be received no later than 5 days prior to the event. All police fees for runs and races must be submitted at the time of application. Should you have questions, please call 610-436-1323.

Event Name: Bournelyf 5K Run/ 2K Walk Sponsored by Bentley

Event Date: Thursday, May 7, 2026 **Start Time:** 6:30 **End Time:** 7:30

Name of Organization Hosting Event: Bournelyf Special Camp

Person Responsible for Payment of Fee: Courtney Zimmerman

Address of Person Responsible for Fee: [redacted]

Phone Number of Person Responsible:

Number of Police Officers Requested: 2 Officers

I, Courtney Zimmerman **certify that I am requesting police coverage for the event listed above and that I am authorized to do so on behalf of the organization. I am aware that police coverage for this event is invoiced at $129.00 per officer, per hour, with a 3 hour minimum for all events. Events that take place on holidays are billed at double time rate.**

Signature 1/21/2026 **Date**

Organization/Sponsor Name: Cave Center Foundation Inc.

OFFICE USE ONLY - NOT TO BE COMPLETED BY THE APPLICANT

Date Application Received: 1.12.24 Date Payment(s) Received: _____

YES	N/A	
☑		Completed and Signed Application
☑		Date of event/Event time/Set up/Breakdown 3.28.24 / 8a-9:30a / 7a 10a
☑		Map of the Event or Location of the Event SW Loop
☐		List of Streets to be Closed for the Event NA
☑		List of Borough Services requested - to be reviewed by West Chester Borough WCPD
☑		Non-refundable application fee - may be cash, check, or money order
☑		Applicant's Certificate of Insurance
☑	☐	West Chester Police Department Fees - required for runs
☐	☑	List of Food Vendors with Chester County Health Department Licenses
☐	☑	List of Sub-Contractors with Certificates of Insurance
☐	☑	Proof of public transportation approval if public streets are to be closed
☑	☐	Proof of notification to Good Fellowship Ambulance - required for runs
☐	☑	Pennsylvania Liquor Control Board Permit if alcohol is to be served

Approved by Pubic Works	YES ☐	NO ☐	Date: _____
Approved by Parking Department	YES ☐	NO ☐	Date: _____
Approved by Parks and Recreation	YES ☑	NO ☐	Date: 1.20.24 BAH
Approved by Police Department	YES ☐	NO ☐	Date: _____
Approved by Borough Council	YES ☐	NO ☐	Date: _____

Notes:

Main | Notes | Contacts | Fees | Details | Submittals | Workflow | Other Requirements

Permit #: SE-26-0006 Alerts | Status: COMPLETENESS REVIEW | Contact: Wallace, Wendy | Site Address: 1 N CHURCH ST WEST CHESTER, PA 19380

Type: SPECIAL EVENT PERMIT | Project Name: Bunny Run | Contractor:

Name	Value
DAY-OF CONTACT NAME:*	Wendy J Wallace
DAY-OF CONTACT PHONE NUMBER:*	[redacted]
DATE OF EVENT:*	03/28/2026
SET-UP TIME:*	7 am
BREAK-DOWN TIME:*	10 am
EVENT START TIME:*	8 am
EVENT END TIME:*	9:30
TYPE OF EVENT:*	Walk/Run
NUMBER OF PARTICIPANTS:*	500
NUMBER OF WORKERS:*	30
LIST ALL STREET CLOSURES:*	south church street, sharpless, south brandy
IMPACT ON PUBLIC TRANSPORTATION:*	No
FOOD VENDORS:*	☐
CRAFTERS:*	☐
CRAFTERS COUNT:*	0

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Special Event EMS Standby Agreement

Care Center Foundation ("Sponsoring Agency") has requested EMS standby coverage from Good Fellowship Ambulance for the following event:

Name of Event:	Bunny Run	
Type and Nature of Event:	5K	
Date/Time of Event: (Start):	3/28/26 0700	
(Finish):	1000	
Event Location(s):	W Market St/N Church St	
Sponsoring Agency Contact Name:	Wendy Wallace	
Sponsoring Agency Contact Phone:	[redacted]	
Type of Service:	Dedicated	Non-Dedicated* X

**Non-Dedicated coverage means a staffed EMS unit will be repositioned to the above event(s) during the indicated time(s) as available. This unit shall remain in-service to answer all emergency calls dispatched to Good Fellowship Ambulance during this time. This includes any requests for medical assistance at the event. Continuous coverage at the special event is not guaranteed for any portion of the event. Additional EMS units will not be routed to the event if and when the assigned unit is called away.*

Requested Resources Personnel and Equipment

Personnel	Vehicles	Equipment/Supplies
On-duty crew	N/A	N/A

The Sponsoring Agency understands it is responsible for complying with any applicable rule, ordinance, or statute requiring the presence of EMS at a special event or community program.

If the Sponsoring Agency wishes to have a Dedicated EMS standby for the event, arrangements must be made at least thirty (30) days before the start of the event.

Event Sponsor Initials: WJW

Events scheduled with fewer than 30 days' notice may incur a 15% late scheduling surcharge applied to their total cost.

All events are subject to a 2-hour minimum charge for services requested.

Cancellations within 7 days of the event may be subject to a cancellation fee equal to 2 hours of services requested.

If selecting Non-Dedicated EMS standby services to the sponsoring agency, the undersigned, Sponsoring Agency, hereby acknowledges the meaning of Non-Dedicated service as set forth above, understands and agrees that continuous coverage may not be available at the event and agrees to hold Good Fellowship Ambulance, its officers, directors, members and employees harmless from any and all suits, actions, injuries, loss or damages, of any kind, arising out of any act, occurrence or omission resulting from Sponsoring Agency's or Good Fellowship Ambulance's failure to provide Dedicated EMS standby services during the event.

Wendy J Wallace	CCF Board President
Printed Name of Sponsoring Agency Representative	Title
Wendy J Wallace	1/12/2026
Signature	Date

FOR GOOD FELLOWSHIP AMBULANCE USE ONLY

Date Signed Agreement Received: 1/9/2026

Signed Agreement Received By: Brian Sporek

Signed Agreement Received Signature: Brian Sporek

Event Sponsor Initials: WJW


5K Race Route
Race start
Race finish
2K is one lap
5K is two laps
Google

West Chester Police Department
AGREEMENT FOR POLICE SERVICES

401 EAST GAY STREET *WEST CHESTER, PA 19380* *TELEPHONE: 610-696-2700*

Josh Lee
Chief of Police

Chris Daly
Lieutenant

Jeffrey Ditz
Lieutenant

James Gorman
Lieutenant

In order to process your request for police coverage at your event, please complete the information that is listed below. Once this form is complete, please submit it to:

West Chester Police Department
Attention: Staci King
401 East Gay Street
West Chester, PA 19380

Please note that all fees must be received no later than 5 days prior to the event. All police fees for runs and races must be submitted at the time of application. Should you have questions, please call 610-436-1323.

Event Name: Bunny Run 2K/5K

Event Date: Mar 28 2026 **Start Time:** 7 am **End Time:** 10 am

Name of Organization Hosting Event: Care Center Foundation

Person Responsible for Payment of Fee: Wendy J Wallace

Address of Person Responsible for Fee: [redacted]

Phone Number of Person Responsible: [redacted]

Number of Police Officers Requested: 3

I, Wendy J Wallace **certify that I am requesting police coverage for the event listed above and that I am authorized to do so on behalf of the organization. I am aware that police coverage for this event is invoiced at $129.00 per officer, per hour, with a 3 hour minimum for all events. Events that take place on holidays are billed at double time rate.**

Wendy J Wallace
Signature

1/12/2026
Date

Borough of West Chester

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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 Treemendous 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 Treemendous 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			
No.	Description	Unit	Qty.	Unit Price	Treemendous Tree Services, Inc.	Unit Price	Pro Tree Services LLC
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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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 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

Borough of West Chester

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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 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	
No.	**Description**	**Unit**	**Qty.**	**Unit Price**	**ArcheWild**
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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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 Shade Tree Planning

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

We reviewed Lawrence Site's bid documents and the bid is responsible. Please note that we have reviewed their qualifications and reviewed the references provided. We recommend that a contract be awarded to Lawrence Site for the unit prices shown in the bid tabulation.

West Chester Borough																
2026 Shade Tree Planting																
Bid Analysis																
		Total Bids														
No.	Description	Unit	Qty.	Unit Price	Lawrence Site	Unit Price	AJR Environmental	Unit Price	ProCare Property Services	Unit Price	Green Ridge Landscaping Inc	Unit Price	Lauer Construction Services	Unit Price	ATS Tree Services LLC	
1	Hop Hornbeam	EA	16	$ 455.00	$ 7,280.00	$ 420.00	$ 6,720.00	$ 600.00	$ 9,600.00	$ 644.87	$ 10,317.86	$ 1,090.00	$ 17,440.00	$ 1,640.00	$ 26,240.00	
2	Shingle Oak	EA	16	$ 455.00	$ 7,280.00	$ 408.00	$ 6,528.00	$ 500.00	$ 8,000.00	$ 644.87	$ 10,317.86	$ 1,080.00	$ 17,280.00	$ 1,520.00	$ 24,320.00	
3	White Oak	EA	16	$ 455.00	$ 7,280.00	$ 471.00	$ 7,536.00	$ 500.00	$ 8,000.00	$ 644.87	$ 10,317.86	$ 1,093.75	$ 17,500.00	$ 1,510.00	$ 24,160.00	
4	Bur Oak	EA	16	$ 455.00	$ 7,280.00	$ 408.00	$ 6,528.00	$ 500.00	$ 8,000.00	$ 644.87	$ 10,317.86	$ 1,106.25	$ 17,700.00	$ 1,520.00	$ 24,320.00	
5	Swamp White Oak	EA	16	$ 455.00	$ 7,280.00	$ 429.00	$ 6,864.00	$ 600.00	$ 9,600.00	$ 644.87	$ 10,317.86	$ 1,093.75	$ 17,500.00	$ 1,510.00	$ 24,160.00	
6	American Elm	EA	16	$ 455.00	$ 7,280.00	$ 408.00	$ 6,528.00	$ 500.00	$ 8,000.00	$ 644.87	$ 10,317.86	$ 1,093.75	$ 17,500.00	$ 1,510.00	$ 24,160.00	
7	Red Maple	EA	16	$ 455.00	$ 7,280.00	$ 429.00	$ 6,864.00	$ 500.00	$ 8,000.00	$ 644.87	$ 10,317.86	$ 1,093.75	$ 17,500.00	$ 1,510.00	$ 24,160.00	
8	River Birch	EA	16	$ 455.00	$ 7,280.00	$ 570.00	$ 9,120.00	$ 500.00	$ 8,000.00	$ 644.87	$ 10,317.86	$ 1,053.75	$ 16,860.00	$ 1,475.00	$ 23,600.00	
9	Serviceberry	EA	10	$ 455.00	$ 4,550.00	$ 669.00	$ 6,690.00	$ 525.00	$ 5,250.00	$ 1,031.79	$ 10,317.86	$ 1,175.00	$ 11,750.00	$ 1,540.00	$ 15,400.00	
10	Willow Oak	EA	10	$ 455.00	$ 4,550.00	$ 411.00	$ 4,110.00	$ 500.00	$ 5,000.00	$ 1,031.79	$ 10,317.86	$ 1,137.50	$ 11,375.00	$ 1,510.00	$ 15,100.00	
11	Black Gum	EA	10	$ 455.00	$ 4,550.00	$ 411.00	$ 4,110.00	$ 500.00	$ 5,000.00	$ 1,031.79	$ 10,317.86	$ 1,202.50	$ 12,025.00	$ 1,555.00	$ 15,550.00	
12	Eastern Red Bud	EA	10	$ 455.00	$ 4,550.00	$ 906.00	$ 9,060.00	$ 600.00	$ 6,000.00	$ 1,031.79	$ 10,317.86	$ 1,175.00	$ 11,750.00	$ 1,532.00	$ 15,320.00	
13	Flowering Dogwood	EA	10	$ 455.00	$ 4,550.00	$ 609.00	$ 6,090.00	$ 600.00	$ 6,000.00	$ 1,031.79	$ 10,317.86	$ 1,202.50	$ 12,025.00	$ 1,560.00	$ 15,600.00	
14	Sweetbay Magnolia	EA	10	$ 455.00	$ 4,550.00	$ 558.00	$ 5,580.00	$ 600.00	$ 6,000.00	$ 1,031.79	$ 10,317.86	$ 1,307.50	$ 13,075.00	$ 1,640.00	$ 16,400.00	
	Totals				$ 85,540.00		$ 92,328.00		$ 100,450.00		$ 144,450.00		$ 211,280.00		$ 288,490.00	

Borough of West Chester

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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.

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Bid Analysis									
		Total Bids							
No.	Description	Unit	Qty.	Unit Price	National Highway Products, Inc	Unit Price	D.E. Gemmill Inc.	Unit Price	AWP Safety
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
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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

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							
No.	Description	Unit	Qty.	Unit Price	National Highway Products, Inc	Unit Price	D.E. Gemmill Inc.	Unit Price	AWP Safety
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

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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
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14	Sweetbay Magnolia	EA	10	$ 23.54	$ 235.40	$ 38.78	$ 387.80	$ 550.00	$ 5,500.00
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	Totals				$ 4,055.30		$ 4,988.79		$ 87,458.00

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 CCWSA.

    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:_____	By:_____
Signature	Signature
_____	_____
Print Name and Title	Print Name and Title
Dated:_____	Dated:_____

Clear Form

Submit Agreement

CHESTER COUNTY SOLID WASTE AUTHORITY

P.O. BOX 476 • HONEY BROOK, PA 19344 • 610-273-3771 • FAX 610-273-9870
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,

Robert A. Watts
Executive Director
Enclosures

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

MUNICIPAL SOLID WASTE	USER FEE (After Rebate)
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.

RECYCLABLE MATERIALS	PER TON
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

OTHER CHARGES (per ITEM)			
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

Revised 08.27.25

PADEP APPROVED RESIDUAL WASTES	**2026 USER FEE (price per TON)**
NO SPECIAL HANDLING REQUIRED	$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	
SPECIAL HANDLING REQUIRED	
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 (addt'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**.
ASH RESIDUES	$85.00(2)(3)
Hospital Incinerator	
Municipal Sludge Incinerator	
Sand Blast Grit	
BENEFICIAL USE WASTE (PA DEP APPROVED)	$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

Revised 08.27.25

LANCHESTER SANITARY LANDFILL

Wood/Vegetative Compost Program
2026 User Fees

User Fees - <u>All wood waste must be free of plastic bags and refuse*</u>

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/

<u>*NOTE:</u>

*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

Revised 12/03/2024

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

Revised 08/27/2025

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_____ I Disagree_____
(Opt In – Allow Assistance*) (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

PROMULGATION

THIS PLAN SUPERCEDES ALL PREVIOUS BOROUGH of WEST CHESTER PLANS DEVELOPED FOR RESPONSE TO A MAJOR EMERGENCY OR DISASTER. THIS PLAN WAS ADOPTED BY THE WEST CHESTER BOROUGH COUNCIL UNDER RESOLUTION NO: DATED:

MEMBERS of COUNCIL

BOROUGH of WEST CHESTER

_____

President

_____

Vice President

_____

Borough Manager

Jon R. Brill Jr.
EMERGENCY MANAGEMENT COORDINATOR

BOROUGH of WEST CHESTER

This plan was prepared by the Borough of West Chester Emergency Management Agency in cooperation with the Chester County Emergency Management Agency and the Pennsylvania Emergency Management Agency.

Emergency Operations Plan

RESOLUTION NO.

THIS RESOLUTION, approved and adopted by the West Chester Borough Council, Chester County, Pennsylvania, on the date hereinafter set forth.

WITNESSETH:

WHEREAS, Section 7503 of the Pennsylvania Emergency Management Services Code, 35 Pa. C.S. Section 7101 et seq. mandates that the Borough of West Chester prepare, maintain and keep current an emergency operations plan for the prevention and minimization of injury and damage caused by a major emergency or disaster within this borough; and

WHEREAS, in response to the mandate stated above, this borough has prepared an emergency operations plan to provide prompt and effective emergency response procedures to be followed in the event of a major emergency or disaster; and

WHEREAS, this borough has also prepared an emergency operations plan in order to reduce the potential affects of a major emergency or disaster and to protect the health, safety and welfare of the residents of this borough;

NOW, THEREFORE, we, the undersigned members of the West Chester Borough Council do hereby approve, adopt and place into immediate effect the Emergency Operations Plan of the Borough of West Chester. This plan shall be reviewed on an annual basis to make certain that it conforms with the requirements of the Chester County Emergency Operations Plan.

Members of Borough Council;

By _____
President of Council

ATTEST _____
Vice President of Council

Date

_____
(Secretary)

Emergency Operations Plan

BOROUGH OF WEST CHESTER
RECORD OF CHANGES

CHANGE NUMBER	DATE OF CHANGE	DATE ENTERED	CHANGE MADE BY (Signature)

WEST CHESTER AREA REGIONAL EMERGENCY RESPONSE TEAM
MUTUAL AID AND
INTERGOVERNMENTAL COOPERATION AGREEMENT

THIS AGREEMENT ("Agreement"), made and entered into the _____ day of _____, 202__, among the following municipalities, all of which are political subdivisions of the Commonwealth of Pennsylvania or intergovernmental entities created pursuant to the Intergovernmental Cooperation Act, by their duly elected Board of Supervisors, Borough Councils, and Governing Executives, or duly appointed Commissions: East Bradford Township, East Goshen Township, West Chester Borough, West Goshen Township, West Whiteland Township, Westtown Township, Willistown Township, Uwchlan Township, and the Westtown-East Goshen Police Commission (the latter acting on behalf of East Goshen Township and Westtown Township), (hereafter collectively referred to as the "Political Subdivisions" or "Parties").

WHEREAS, Pursuant to Title 42, Section 8953, subsection A, entitled "Statewide Municipal Police Jurisdiction" (hereinafter the "Code"), it is the desire of various municipalities and police departments within said municipalities to form a mutual-aid agreement for the purpose of mutual police and emergency protection; and

WHEREAS, Pursuant to Title 53, Section 2301, et seq, entitled "Intergovernmental Cooperation" (hereinafter the "Cooperation Law"; the Code and the Cooperation Law are hereinafter referenced collectively as "State Law") authorizes political subdivisions to enter into joint agreements deemed appropriate to jointly cooperate in the exercise or in the performance of their respective governmental functions, powers, or responsibilities; and

WHEREAS, the Parties recognize that the people and communities within their jurisdictional boundary are vulnerable to crime, injury, loss of life, and other situations which may exceed the equipment and personnel requirements of each individual Party; and

WHEREAS, the governing officials of the Parties desire to secure for each Party the benefits of mutual aid and protection of life and property in the event of a situation which exceeds the equipment and personnel requirements of each individual Party; and

WHEREAS, the Parties wish to provide for a trained tactical unit to respond to such critical incidents and preserve life, and are so authorized to make this Agreement pursuant to State Law.

NOW, THEREFORE, WITNESSTH, that, for and in consideration of mutual promises and agreements contained herein, the Political Subdivisions hereby agree as follows:

1. The above is expressly incorporated herein as material part of the Agreement.

Creation and Management of the West Chester Regional Emergency Response Team by an Executive Board

2. The Political Subdivisions hereto do hereby create the West Chester Regional Emergency Response Team (hereinafter the "WCRERT").
3. The mission of the WCRERT is to provide a trained tactical unit to respond to critical incidents and preserve life.
4. WCRERT shall be governed by an executive board of six (6) members, consisting of the Police Chief from each of the Political Subdivisions (hereinafter the "Board"). Any member may designate in writing a qualified representative to serve and vote in that member's stead. In the event a Political Subdivision participates in a regional police department or contract for service from another police department, the Police Chief of said police department will represent that Political Subdivision.
5. The Board shall establish, by majority vote, certain policies to carry out the mission of the WCRERT (hereinafter "Policies & Procedures").
6. All decisions of the Board, as specified in this Agreement and in the policies and procedures developed and approved by the Board, shall be determined by a simple majority vote of the Board.

7. The Board may appoint a team leader to assist in the oversight and operations of the WCRERT and any agents or contractors appointed by the Board.
8. The Board shall prepare and submit an annual report to each Political Subdivision that is a party of this Agreement. The report shall be delivered no later than March 31 of each calendar year and shall cover the preceding calendar year. The annual report shall include, at a minimum: a summary of team activities and deployments; training exercises and certifications; budget and financial expenditures; member participation and staffing levels; and any significant operational developments or strategic initiatives. The report shall be submitted in writing to the governing body of each Political Subdivision and may be provided electronically unless a hard copy is specifically requested.

Management of the WCRERT through an Agent

9. A Political Subdivision party to this Agreement shall serve as an agent (hereinafter the "Agent") to manage, through the WCRERT Team Leader and Board, the programmatic, financial, and grant-related activities of the WCRERT in accordance with State Law and policies set by the Board.
10. The Board is authorized to enter into a separate agreement with Agent detailing roles and responsibilities.
11. The Agent shall establish a special interest-bearing account for the WCRERT to carry out the mission of the WCRERT and its responsibilities as the Agent.
12. The WCRERT shall follow the procurement policies and procedures of the Agent.
13. The Agent shall conduct an annual financial audit in accordance with auditing standards generally accepted in the United States of America (GAAS) and the standards applicable to financial audits contained in *Governing Auditing Standards*, issued by the Comptroller General of the United States of America (*Government Auditing Standards)*. The annual audit must be completed and provided to each Political Subdivision party to this Agreement no later than 180 days after the Agent's fiscal year ends. The Board may set additional policies or guidelines for the audit.
14. The auditor of any participating Political Subdivision may audit the finances of the WCRERT.

15. The Political Subdivisions shall cooperate with the Agent in a timely manner in providing programmatic, financial, and other grant-related information consistent with Operating Policies.
16. Grants to an individual Political Subdivision, regardless of the source, are not part of the contemplated funding of WCRERT under this Agreement.
17. The location of facilities and equipment to support the mission of the WCRERT shall be determined by a majority vote of the Board.

Membership in WCRERT

18. The Police Departments of the Parties are automatically members of the WCRERT (hereinafter "Jurisdictional Members") and agree to comply with the provisions of this Agreement.
19. Other Law Enforcement agencies are eligible to become members of the WCRERT (hereinafter "Other Members") provided they satisfy the requirements of this section on Membership and otherwise comply the provisions of this Agreement.
20. Jurisdictional Members and Other Members agree to assign one or more Act 120 Certified Police Officers which meet the qualifications established by the Board (hereinafter "Assigned Officer" or "Assigned Officers") to the WCRERT.
21. Jurisdictional Members and Other Members must agree to render, on a mutual aid basis, in response to a duly authorized request, such police assistance or other emergency services as shall be requested or required within the corporate limits of the Parties, subject to conditions and limitations hereinafter set forth.
22. Assigned Officers will train and work as set forth in policies and procedures developed and approved by the Board.
23. Assigned Officers shall remain employees of their Police Department in which their employment originated.
24. Any financial compensation of Assigned Officers is the responsibility of the Assigned Officer's employing municipality.
25. All health care benefits will be the responsibility of the Assigned Officer's employing municipality.

26. Any injury received while responding to, attending, or returning from activation, whether training or actual, will be considered work-related and will fall under the provisions of the injured Assigned Officer's respective employer's collective bargaining agreement. The employer shall provide workers' compensation coverage for all Assigned Officers during these activities, ensuring compliance with the Pennsylvania Workers' Compensation Act.
27. Nothing herein is intended nor shall be construed to violate the undersigned municipalities' collective bargaining agreements. Any conflict between this Agreement and a municipality's applicable collective bargaining agreement shall be governed by the collective bargaining agreement.
28. Jurisdictional Members and Other Members will make every reasonable effort to ensure their Assigned Officer or Assigned Officers attend any and all training as directed by the WCRERT.
29. Jurisdictional Members and Other Members agree that the Assigned Officer or Assigned Officers will be subject to and comply with the command structure of the WCRERT.
30. Jurisdictional Members and Other Members agree that they will supply all needed and necessary equipment to the Assigned Officers assigned to the WCRERT.
31. Jurisdictional Members and Other Members agree that they will pay an annual membership fee of up to $25,000 as set by the Board to be used to purchase training and equipment for use by the WCRERT and the Assigned Officers.
32. Jurisdictional Members and Other Members agree they will carry General Liability, Auto Liability, Auto Physical Damage, Police Professional Liability, and Public Officials and Employment Practices Liability coverages in amounts determined to be sufficient by the Board. The Board may not set coverages less than the following amounts:
    a. General Liability: $1,000,000 per occurrence / $2,000,000 aggregate
    b. Auto Liability: $1,000,000 combined single limit
    c. Police Professional Liability: $1,000,000 per claim / $1,000,000 aggregate
    d. Public Officials and Employment Practices Liability: $1,000,000 per claim / $1,000,000 aggregate
33. Jurisdictional Members and Other Members agree they will defend themselves, at their own cost, in any action related to this Agreement, any action related to WCRERT's

provision of service, and any action involving their Assigned Officer or Assigned Officers.

Term

34. This Agreement shall continue in force and remain binding on each participating Political Subdivision for one year with an automatic renewal for additional one-year terms on the execution date of the Agreement, unless and until the governing body of a participating Political Subdivision shall take action to withdraw from the Agreement. Such action shall not be effective until thirty (30) days after written notice of withdrawal has been sent by the Political Subdivision desiring to withdraw to the other participating Political Subdivisions to this Agreement.

Notices

35. Any notices required hereunder shall be given as follows:

If to East Bradford Township to:
East Bradford Township Manager
676 Copeland School Road
West Chester, PA 19380

If to East Goshen Township to:
East Goshen Township Manager
1580 Paoli Pike
West Chester, PA 19380

If to West Chester Borough to:
Borough Manager
West Chester Borough
401 East Gay Street
West Chester, PA 19380

Chief of Police
West Chester Police Department
401 East Gay Street
West Chester, PA 19380

If to West Goshen Township to:
West Goshen Township Manager
1025 Paoli Pike
West Chester, PA 19380

Chief of Police
West Goshen Township Police Department
1025 Paoli Pike
West Chester, PA 19380

If to West Whiteland Township to:
West Whiteland Township Manager
101 Commerce Drive
Exton, PA 19341

Chief of Police
West Whiteland Township Police Department
101 Commerce Drive
Exton, PA 19341

If to Westtown Township to:
Westtown Township Manager
P.O. Box 79
Westtown, PA 19395

If to Willistown Township to:
Willistown Township Manager
688 Sugartown Road
Malvern, PA 19355

Willistown Township Police Chief
688 Sugartown Road
Malvern, PA 19355

If to Uwchlan Township to:

Uwchlan Township Manager
715 N. Ship Road
Exton, PA 19341

Uwchlan Township Police Chief
717 N. Ship Road
Exton, PA 19341

If to Westtown-East Goshen Police Commission to:
Westtown-East Goshen Police Chief
1041 Wilmington Pike
West Chester, PA 19382

36. Notices shall be deemed given when received if given in person, by facsimile or by electronic means (if a record of receipt is kept by the sending party showing the date and time of receipt) or three (3) days following deposit in the United States Mail, postage prepaid, to the addresses set forth above.

37. Any Political Subdivision may change its contact individual and/or address for notice by giving written notice of the change to the other Political Subdivisions and the Agent of the WCRERT.

Miscellaneous

38. This is a complete agreement and supersedes all previous Agreements.
39. This Agreement shall become effective immediately upon its execution by all Parties.
40. This Agreement may be executed in two or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument.

IN WITNESS WHEREOF, the undersigned Political Subdivisions, by their respective governing bodies, duly execute this Agreement the day and year first above written.

EAST BRADFORD TOWNSHIP, PENNSYLVANIA

ATTEST:

_____ _____

_____

_____

EAST GOSHEN TOWNSHIP, PENNSYLVANIA

ATTEST:

_____

_____

_____

_____

UWCHLAN TOWNSHIP, PENNSYLVANIA

ATTEST:

_____
Katie Churchill, Secretary

_____
Laura Obenski, Chairperson

_____
William Miller, Vice Chairperson

_____
Mayme Baumann, Supervisor

WESTTOWN-EAST GOSHEN POLICE COMMISSION
(Acting on behalf of East Goshen Township and Westtown Township)

ATTEST:

_____ _____

_____

_____

MEMORANDUM OF UNDERSTANDING

This **MEMORANDUM OF UNDERSTANDING** (this "Memorandum") is made and entered into this ____ day of _____, 20____, by and between **East Bradford Township**, a Township of the Second Class organized and existing under and pursuant to the laws of the Commonwealth of Pennsylvania with its principal office located at 676 Copeland School Road, East Bradford Township, Chester County, Pennsylvania 19380 (the "Township"), and the **Borough of West Chester**, a Home Rule Municipality operating by means of its Home Rule Charter and laws of the Commonwealth of Pennsylvania with its principal office located at 401 East Gay Street, West Chester, Chester County, Pennsylvania 19380 (the "Borough"), but is intended to be effective as of the ___ day of _____, 20___ (the "Effective Date").

BACKGROUND

WHEREAS, on or about July 17, 2024, the Borough and the Township entered a Police Cooperation Agreement (the "Cooperation Agreement") for a term commencing on January 1, 2025 and terminating on December 31, 2029. A true and accurate copy of the Cooperation Agreement is attached hereto as Exhibit "A;" and

WHEREAS, pursuant to the Cooperation Agreement, the Borough shall provide the Township with Borough police department support, administrative services, and other law enforcement services as more particularly set forth in the Cooperation Agreement; and

WHEREAS, in exchange for the various Borough police department services, the Township remits to the Borough certain fees, expenses, and capital costs as more particularly set forth in the Cooperation Agreement; and

WHEREAS, on or about June 17, 2025, the Township approved and entered the West Chester Area Regional Emergency Response Team Mutual Aid and Intergovernmental Cooperation Agreement (the "Mutual Aid Agreement"). A true and accurate copy of the Mutual Aid Agreement is attached hereto as Exhibit "B;" and

WHEREAS, the Borough also approved and entered the Mutual Aid Agreement on or about September 17, 2025; and

WHEREAS, the purpose of the Mutual Aid Agreement is to secure for each municipality the benefit of mutual aid and protection of life and property in the event of a situation which exceeds the equipment and personnel requirements of each individual municipality; and

WHEREAS, the Mutual Aid Agreement provides that its members agree that they will supply all needed and necessary equipment to the assigned officers of the West Chester Area Regional Emergency Response Team; and

WHEREAS, the Mutual Aid Agreement further provides that its members agree that they will pay an annual membership fee to be used for training and to purchase equipment; and

DRAFT

WHEREAS, the parties to this Memorandum desire to clarify that if the Township pays for those items specifically identified in the Mutual Aid Agreement directly to the agent of the West Chester Area Regional Emergency Response Team, then the Borough shall not also charge the Township for the additional share of those same costs under the Cooperation Agreement; and

WHEREAS, the Township and the Borough are mutually desirous of entering into this Memorandum to clarify their financial arrangement as it relates to police services provided pursuant to the Cooperation Agreement and the Mutual Aid Agreement; and

NOW, THEREFORE, for and in consideration of the mutual promises set forth in this Memorandum, and other good and valuable consideration, the receipt and legal sufficiency of which is hereby acknowledged, the Borough and the Township mutually agree to be bound by the terms and conditions as set forth in this Memorandum.

1. Incorporation of Background Recitals. The Recitals set forth in the Background Section of this Memorandum are incorporated herein as if here set forth in their entirety.

2. Incorporation of Exhibits. The exhibits attached hereto are incorporated herein.

3. Financial. If the Township pays for those items specifically identified in the Mutual Aid Agreement directly to the agent of the West Chester Area Regional Emergency Response Team, then the Borough shall also not charge the Township for the additional share of those same costs under the existing Cooperation Agreement.

4. Authority; Ratification. Each individual executing this Memorandum represents and warrants that he or she has all necessary power and authority to do so, and to bind the entity on behalf of which he or she is executing this Memorandum to the terms, conditions, and provisions hereof.

5. Governing Law; Venue. This Memorandum shall be construed and enforced pursuant to the laws of the Commonwealth of Pennsylvania. The exclusive venue to resolve any dispute relating to this Memorandum shall be in the courts of Chester County, Pennsylvania.

6. Drafting Party. This Memorandum shall be construed without regard to any presumption or other rule requiring construction against the drafting Party.

7. Entire Agreement. This Memorandum represents the entire agreement of the parties with respect to the subject matter hereof, and there are no other agreements, oral or otherwise, respecting same.

8. Amendments. This Memorandum may not be amended or modified without a written agreement between the parties hereto.

DRAFT

9. Severability. If any provision of this Memorandum shall at any time be deemed to be invalid or illegal by the entry of a final judgment that is not subject to appeal, then, in that event, this Memorandum shall continue in full force and effect with respect to the remaining provisions of this Memorandum as if the invalidated provision had not been contained herein.

10. Headings. All section headings herein are inserted for convenience of reference only and shall not control, affect or modify the meaning or construction of any of the terms or provisions hereof.

11. Counterparts. This Memorandum may be executed in one or more counterparts and facsimile signatures shall be sufficient to indicate acceptance by the parties, each of which shall be original, and all of which shall constitute one and the same agreement.

DRAFT

[*REMAINDER OF THIS PAGE INTENTIONALLY LEFT BLANK*]

IN WITNESS WHEREOF, the parties hereto executed this Memorandum the day and year first above written.

East Bradford Township
A Township of the Second Class organized and existing under and pursuant to the laws of the Commonwealth of Pennsylvania.

Attest:

By: its Board of Supervisors,
the duly elected and constituted
governing body thereof

_____

By: _____
Name: John D. Snook
Title: Chairman

BOROUGH OF WEST CHESTER,
A Home Rule Municipality operating by means of its Home Rule Charter and the laws of the Commonwealth of Pennsylvania.

Attest:

By: its Borough Council,
the duly elected and constituted
governing body thereof

_____

By: _____
Name: Patrick McCoy
Title: Council President

DRAFT

Exhibit “A”

DRAFT

Exhibit "B”

DRAFT

TO: West Chester Borough Council
FROM: John O'Brien, Downtown West Chester
DATE: February 9, 2026
SUBJECT: Proposal for Downtown American Flag Installation Program

Executive Summary

Downtown West Chester is proposing a beautification and civic pride initiative to install American flags along the primary corridors of our historic district in commemoration of America 250. This program aims to enhance the aesthetic appeal of the downtown area for residents and visitors alike during the peak spring and summer seasons.

Project Details

The plan involves mounting high-quality American flags on existing light poles within the high-traffic retail and dining sectors.

- **Primary Locations:**
  - **Gay Street** (Matlack St to New St)
  - **High Street** (Chestnut St to Miner St)
  - **Market Street** (Franklin St to New St)
- **Spacing Strategy:** To maintain a clean, rhythmic visual without overcrowding the streetscape, flags will be installed on **every other light pole**.
- **Duration:** We propose the flags be displayed from May (prior to Memorial Day) through Veterans Day.

Resource Allocation & Budget

Downtown West Chester is committed to ensuring this project is cost-effective for the Borough.

- **Procurement:** Downtown West Chester will assume **100% of the costs** for the flags, mounting brackets, and hardware.
- **Labor Request:** We kindly request the assistance of the **Public Works Department** for the actual installation and removal. Their expertise and use of bucket trucks are essential for safely securing the brackets to the Borough-owned light poles.

We look forward to discussing this proposal at the next Council meeting. Thank you for your continued support of our downtown core.


92
135
Google Maps

RESOLUTION NO.

BOROUGH OF WEST CHESTER

CHESTER COUNTY, PENNSYLVANIA

A RESOLUTION OF THE BOROUGH COUNCIL OF THE BOROUGH OF WEST CHESTER TO ESTABLISH THE PARKING SPACES IN THE BOROUGH THAT ARE RESERVED FOR HANDICAPPED PARKING PURSUANT TO CHAPTER 104 OF THE BOROUGH CODE TITLED, "VEHICLES AND TRAFFIC."

WHEREAS, Chapter 104 of the West Chester Borough Code, titled, "Vehicles and Traffic", Section 104-45.1 declares that no person shall park or leave unattended a vehicle at any place specifically reserved for handicapped parking, unless the parked vehicle has a state-issued plate or placard (displayed conspicuous manner) for a handicapped person or severely disabled veteran; and

WHEREAS, Borough Council desires to designate the specific locations on public streets where parking spaces shall be reserved and limited to parking for handicapped individuals;

NOW THEREFORE, be it **RESOLVED AND ADOPTED** by the Borough Council of the Borough of West Chester as follows:

1. The following are hereby established as handicapped parking spaces:

Highway	Side	Location
~~Adams Street~~	~~West~~	~~108 South Adams Street~~
Adams Street	East	315 South Adams Street
Adams Street	West	708 South Adams Street
Adams Street	East	717 South Adams Street
Adams Street	West	544 South Adams St.
Barnard Street	North	407 East Barnard Street
~~Barnard Street~~	~~North~~	~~507 East Barnard Street~~
Barnard Street	South	2018 West Barnard
Barnard Street	South	1202 East Barnard
Barnard Street	South	202 West Barnard Street
Barnard Street	North	527 East Barnard Street
Barnard Street	North	707 East Barnard Street
Biddle Street	North	11 West Biddle Street

Biddle Street	North	125 West Biddle Street
Biddle Street	South	224 West Biddle St.
Brandywine Street	East	9 South Brandywine Street
~~Chestnut Street~~	~~North~~	~~235 East Chestnut Street~~
Church Street	East	Immediately south of Lafayette Street between signs as erected
Church Street	East	Approximately 60 feet south of University Avenue as signed
Church Street	South	200 South Church Street, Sundays only from 9:00 a.m. to 12:00 noon
Church Street	West	North of Market Street
Church Street	West	First designated parking space south of Market Street
~~Church Street~~	~~West~~	~~310 North Church Street~~
Church Street	West	North of Rosedale Avenue between signs as erected
Church Street	West	200 South Church St. Sundays only 9:00 a.m. to 12:00 p.m.
Church Street	West	510 South Church Street
Church Street	West	255 feet south of University Avenue
~~Courthouse Alley~~	~~West~~	~~North of Market Street and east of Church Street at sign erected~~
Darlington Street	East	Opposite 223 North Darlington Street
~~Darlington Street~~	~~West~~	~~404 North Darlington Street~~
Darlington Street	West	526 North Darlington Street
Darlington Street	West	North of Gay Street at sign erected
Darlington Street	West	Immediately north of Market Street between signs as erected
East Barnard Street	North	131 East Barnard Street
~~East Chestnut Street~~	~~North~~	~~229 East Chester Street~~
~~East Miner Street~~	~~South~~	~~522 East Miner Street~~
Franklin Street	East	117 South Franklin Street
Franklin Street	West	Opposite 117 South Franklin Street
Franklin Street	West	Opposite 117 South Franklin Street
~~Gay Street~~	~~North~~	~~407 West Gay Street~~
~~Gay Street~~	~~North~~	~~411 West Gay Street~~
Gay Street	North	West of High Street between signs as erected
Gay Street	North	St. Agnes Church between signs as erected
~~Gay Street~~	~~South~~	~~214 E. Gay Street (in front of 212 E. Gay Street)~~
~~Gay Street~~	~~South~~	~~236 East Gay Street~~
Gay Street	South	316 West Gay Street
Hannum Avenue	South	349 Hannum Avenue

Hannum Avenue	South	345 Hannum Avenue
High Street	East	225 North High, directly north of E. Evans Street
High Street	East	221 South High Street
High Street	West	South of Linden Street between signs as erected, 2 spaces
Hoopes Park Lane	Inside park	One dedicated space at Hoopes Park
Lacey Street	North	125 Lacey Street
Lacey Street	South	East of High Street
Lacey Street	South	30 feet east of High Street at sign as erected
Lafayette Street	South	300 West Lafayette Street
~~Linden Street~~	~~South~~	~~700 block of Linden Street between Srgt. Yarnall Alley and South Penn Street~~
Magnolia Street	South	West of Matlack Street between signs as erected
~~Market Street~~	~~North~~	~~515 West Market Street~~
Market Street	South	East of Church Street between signs as erected
Market Street	South	East of Darlington Street between signs as erected
Matlack Street	East	North of intersection with Biddle Street
Matlack Street	East	531 South Matlack Street
~~Matlack Street~~	~~East~~	~~737 South Matlack Street~~
Matlack Street	West	310 North Matlack Street
Matlack Street	West	South of intersection with Union Street
~~Miner Street~~	~~North~~	~~From High Street to Wilmont Mews~~
Miner Street	North	501 East Miner Street
Miner Street	South	132 East Miner Street
Miner Street	South	144 East Miner Street
Miner Street	North	145 East Miner Street
Miner Street	North	227 West Miner Street
Miner Street	North	3313 East Miner Street
~~Miner Street~~	~~North~~	~~409 East Miner Street~~
Miner Street	North	416 West Miner Street
Miner Street	North	At the entrance to the John O. Green Park
~~Miner Street~~	~~South~~	~~315 West Miner Street~~
Miner Street	South	331 East Miner Street
Miner Street	South	418 East Miner Street
Miner Street	South	422 East Miner Street
Miner Street	South	430 East Miner Street

~~Miner Street~~	~~South~~	~~628 E. Miner Street~~
~~New Street~~	~~East~~	~~225 North New Street~~
~~North New Street~~	~~North~~	~~120 North New Street~~
~~North New Street~~	~~North~~	~~331 North New Street~~
~~Penn Street~~	~~West~~	~~230 North Penn Street~~
~~Penn Street~~	~~West~~	~~712 South Penn Street~~
~~Poplar Street~~	~~West~~	~~100 Poplar Street~~
Rosedale Avenue	North	500 Block of East Rosedale Avenue
~~Sharpless Street~~	~~North~~	~~209 Sharpless Street~~
Sharpless Street	South	330 Sharpless Street
Sharpless Street	South	408 Sharpless Street
Union Street	North	Adjacent to Everhart Park entrance
Union Street	North	137 East Union Street
Union Street	North	209 West Union Street
~~Union Street~~	~~South~~	~~402 West Union Street~~
~~Union Street~~	~~South~~	~~417 West Union Street~~
University Avenue	North	West of Reynolds Alley as designated by handicap parking meters
Walnut Street	East	North of Gay Street between signs as erected (United States Post Office)
~~Walnut Street~~	~~West~~	~~326 North Walnut Street~~
Walnut Street	West	528 South Walnut Street
Washington Street	North	225 West Washington Street
~~Washington Street~~	~~North~~	~~243 West Washington Street~~
West Miner Street	South	130 West Miner Street
~~Worthington Street~~	~~East~~	~~From Miner Street to Barnard Street~~

RESOLVED AND ADOPTED this ____ day of _____, 202~~65~~.

ATTEST:

COUNCIL FOR THE BOROUGH OF OF WEST CHESTER

_____
Sean Metrick, Secretary

By: _____
~~Patrick McCoy~~Nicole Scimone, President

By: _____
Bernie Flynn ~~Nicole Scimone~~, Vice President

By: _____
Jerome Szczepaniak ~~Bernie Flynn~~, Member

By: _____
Stephen Marvin ~~Lisa Dorsey~~, Member

By: _____
Brian McGinnis, Member

By: _____
Lisa Kearns ~~Sheila Vaccaro~~, Member

By: _____
Bryan Travis, Member

ZONING HEARING BOARD APPLICATION ADDENDUM
515 SPRING GROVE LANE
WEST CHESTER BOROUGH
December 11, 2025

I. Background

Thomas and Sarah Kropp (collectively, the "Kropps") are the owners of an approximately 0.28-acre parcel of land located at 515 Spring Grove Lane in West Chester Borough, further identified as Chester County UPI No. 1-11-134.1 (the "Property"). The Property is improved with a two-story single family detached home with an associated driveway, pool, deck, and related improvements. The Property lies within the NC-1 Neighborhood Conservation District.

The establishment of the subject lot and the construction of the home predate the current area and bulk regulations of the West Chester Borough Zoning Ordinance (the "Zoning Ordinance"). As a result, the Property contains existing legal nonconformities, including lot area, impervious coverage, and accessory structure setbacks. Pursuant to the Existing Features Plan enclosed herewith, prepared by Padula Engineering, dated November 24, 2025, the Property contains 12,384 square feet of lot area (where a minimum of 13,339 square feet is required) and 36.8% impervious coverage (where a maximum of 35% is permitted).

II. Unique Physical Circumstances and Conditions

The Property was originally part of a larger tract that included the existing pool and associated improvements. When the tract was subdivided to create the current property boundaries, prior to the enactment of the current Zoning Ordinance, the pool and its surrounding hardscaping remained on the Property.

This subdivision created a unique hardship, in that the existing improvements (specifically the pool) consume a significant portion of the permitted impervious coverage, leaving the dwelling itself under-served regarding potential living space compared to other homes in the district. Strict compliance would require the Kropps to demolish the existing in-ground pool to gain impervious coverage rights in order to expand their home. This constitutes a prohibitive expense and unreasonable hardship. This hardship is not self-created, as the Kropps purchased the Property with these constraints already in existence.

III. Proposed Project

The Kropps now propose to construct a modest, two-story side addition totaling approximately 485 square feet (the "Proposed Addition"). The enclosed Permit Plan prepared by Duff Builders, dated March 20, 2024 and last revised January 15, 2025, depicts the design and construction details of the Proposed Addition. The Proposed Addition has been architecturally designed to be consistent with the existing dwelling and compatible with the character and size of the surrounding neighborhood.

IV. Requested Relief

The Kropps respectfully request the following relief from the Zoning Ordinance:

1. **Dimensional Variance from § 112-306.B (Impervious Coverage):** To permit approximately 41% impervious coverage where a maximum of 35% is permitted.
2. **Dimensional Variance from § 112-810.E(1) (Nonconforming Lots):** To permit the expansion of a conforming building on a nonconforming lot where the proposed addition exceeds the impervious coverage limits of the NC-1 District.
3. Any additional relief deemed necessary by the Zoning Hearing Board to perfect the Application.

The Proposed Addition will increase the Property's impervious coverage from approximately 36.8% to 41%, a net increase of roughly four percent. As a result, the Kropps are seeking a variance from Section 112-306.B of the Zoning Ordinance to allow 41% impervious coverage where a maximum of 35% is permitted. Because the Property is a legally existing nonconforming lot, any expansion that exceeds the applicable impervious coverage limit also triggers Section 112-810.E(1). For this reason, both variances are required.

The Zoning Ordinance regulates impervious coverage in the NC-1 District based on the size of the lot. Lots 12,000 to 20,000 square feet have a 35% maximum impervious coverage amount, whereas lots less than 12,000 square feet are permitted to have 50% impervious coverage. Since the Property is only slightly above 12,000 square feet, it falls within the more restrictive 35% standard. If the Property was 385 square feet smaller, the Proposed Addition would fully comply with the applicable impervious coverage limits. Thus, the request results solely from the Property's minor dimensional nonconformity, not from excessive expansion. In fact, under the impervious coverage regulation for lots under 12,000 square feet, the Kropps could lawfully construct an addition roughly 1,500 square feet, three times larger than what is currently proposed.

The Kropps have discussed the Proposed Addition and the associated variance relief with the owner of the adjoining property at 514 Spring Grove Lane (the property closest to the Proposed Addition), who has confirmed that they do not object to the proposal. This further demonstrates that the Proposed Addition will be compatible with surrounding properties and will not adversely affect the character or enjoyment of nearby residences.

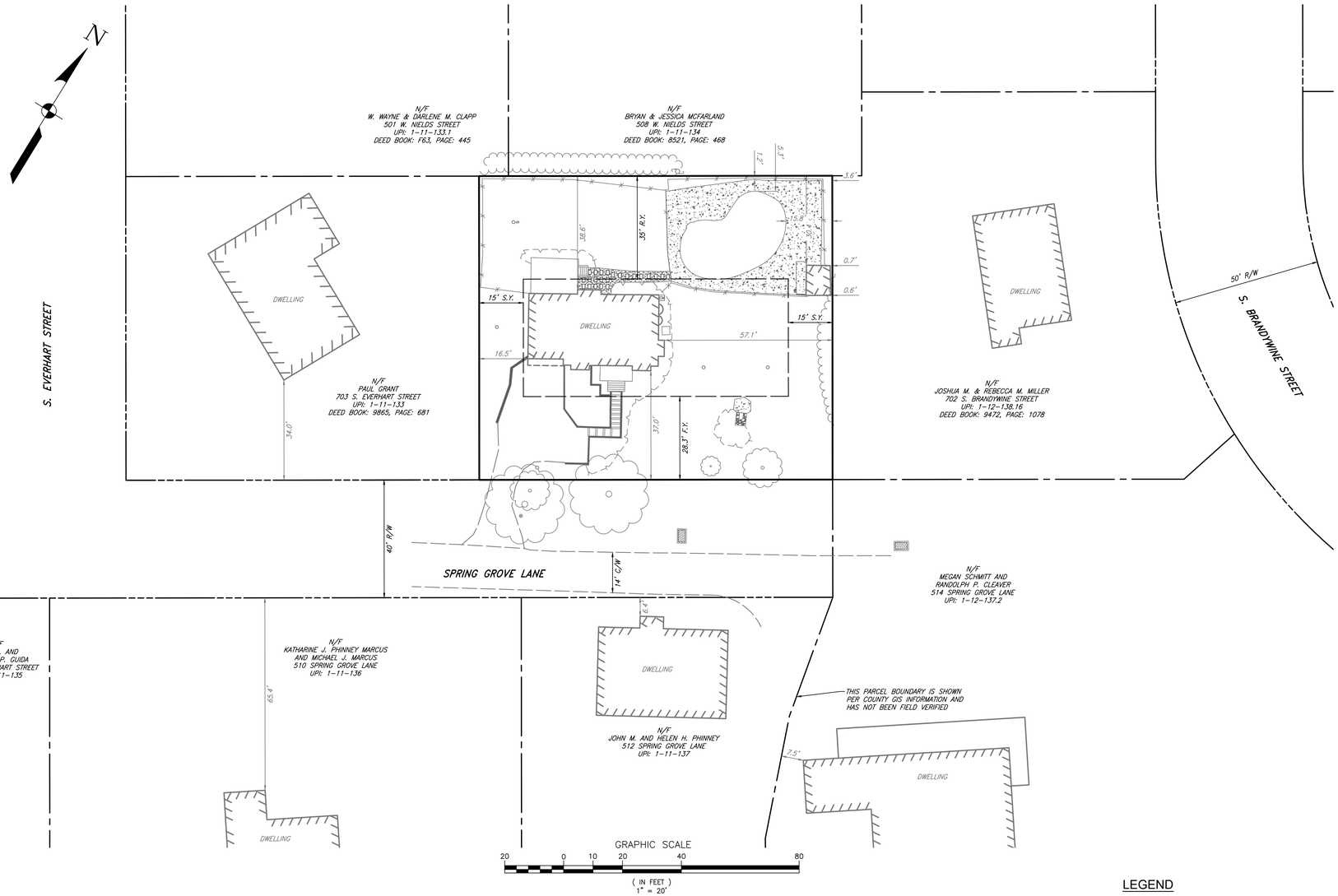
V. *De Minimis* Variance

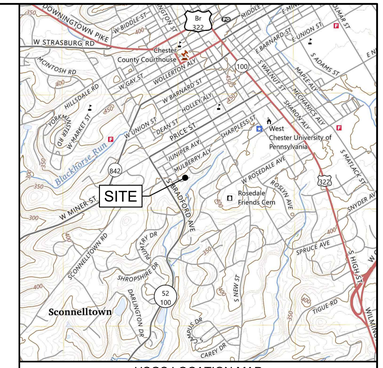
The requested variances should be considered *de minimis* in nature. The Proposed Addition will result in merely 485 square feet of additional impervious, only about a 4% increase from existing impervious coverage. Under Pennsylvania law, a *de minimis* variance requires only that the deviation be minor and that it create no adverse effect on the public interest or the character of the neighborhood. The requested relief meets this standard, as the minor addition is consistent in size with neighboring homes and will have no impact on traffic, public utilities, or municipal services.

VI. Conclusion

Based on the circumstances described above, the Kropps respectfully submit that the requested dimensional variances satisfy the legal criteria for *de minimis* variances, as well as the criteria set forth under the Municipalities Planning Code and Section 112-1105.C of the Zoning Ordinance. The Property's limited lot area and preexisting nonconforming conditions create a hardship that is unique to this Property. Because of these existing constraints, strict compliance with the Zoning Ordinance would prevent any expansion. The hardship was not self-created, as the lot and construction of the pool and related improvements predate the current zoning regulations. The Proposed Addition has been carefully designed to be compatible with the existing dwelling and the surrounding neighborhood, and will not alter its essential character or negatively impact adjacent properties. Finally, the requested relief represents the minimum variance necessary to permit a modest, functional addition while maintaining the spirit and intent of the Zoning Ordinance.

Additional evidence and testimony in support of the Kropps' variance requests will be provided at the time of the hearing.





USGS LOCATION MAP

WEST CHESTER, PA 2023 SCALE: 1" = 2,000'

GENERAL NOTES

1. OWNER
   THOMAS AND SARAH KROPP
   515 SPRING GROVE LANE WEST CHESTER, PA 19382
2. SITE ADDRESS
   515 SPRING GROVE LANE WEST CHESTER, PA 19082
3. PARCEL INFORMATION
   UPI: 1-11-134.1
   DEED REFERENCE: BK: 10257, PG: 978
   EXISTING LAND USE: SINGLE-FAMILY DETACHED DWELLING
   LOT AREA: 12,384 S.F. (0.284 ACRES)
4. REFERENCE PLAN
   "PLAN OF SURVEY", PREPARED FOR THOMAS AND SARAH KROPP, PREPARED BY PADULA ENGINEERING, DATED MAY 28, 2025, PROJECT NO. 251079.
5. SURVEY NOTES
   A. BOUNDARY AND IMPROVEMENTS SHOWN BY PHYSICAL FIELD SURVEY PERFORMED IN MAY 2025 BY PADULA ENGINEERING COMPANY.
   B. HORIZONTAL DATUM IS REFERENCED TO PENNNSYLVANIA STATE PLANE COORDINATE SYSTEM NAD 83. VERTICAL DATUM IS REFERENCED TO NAVD88. HORIZONTAL AND VERTICAL DATUM ESTABLISHED BY GPS OBSERVATION ON MAY 2, 2025.
   C. THIS PLAN HAS BEEN PREPARED WITHOUT THE BENEFIT OF A TITLE REPORT AND/OR SEARCH. THE PROPERTY SHOWN HEREON MAY BE SUBJECT TO VARIOUS EASEMENTS, RIGHTS-OF-WAY, COVENANTS, RESTRICTIONS AND/OR RIGHTS OF OTHERS. THIS SURVEY IS SUBJECT TO REVISIONS AS SUCH TITLE REPORT MAY REVEAL.
   D. REFERENCE PLAN: PLAN ENTITLED, "PLAN OF PROPERTY FOR MEAGHER CONSTRUCTION CO.", PREPARED BY HOWARD W. DORAN, REGISTERED SURVEYOR, NEWTOWN SQUARE, PA, DATED OCTOBER 19, 1960, LAST REVISED ON SEPTEMBER 12, 1972, AND RECORDED IN BOOK: 46, PAGE: 2, AT THE OFFICE OF THE RECORDER OF DEEDS IN CHESTER COUNTY, PA ON NOVEMBER 2, 1972.
6. PLAN NOTE
   A. THE SUBJECT PARCEL BOUNDARY, EXISTING SITE IMPROVEMENTS AND TOPOGRAPHY ARE SHOWN PER THE REFERENCE PLAN.
   B. AJOINER PARCEL BOUNDARIES, EXISTING DWELLINGS AND SETBACK DIMENSIONS ARE SHOWN PER COUNTY GIS DATA AND CURRENT AERIAL IMAGERY AND WERE NOT FIELD VERIFIED.
7. UTILITIES
   A. THE EXISTING DWELLING IS SERVICED BY PUBLIC WATER AND PUBLIC SEWER.
   B. COMPLETENESS OR ACCURACY OF LOCATION AND DEPTH OF UNDERGROUND UTILITIES AND FACILITIES CANNOT BE GUARANTEED. THE CONTRACTOR MUST VERIFY THE LOCATION AND DEPTH OF ALL UNDERGROUND UTILITIES AND/OR FACILITIES PRIOR TO BEGINNING ANY EARTH-MOVING ACTIVITIES.
8. WETLANDS
   THERE ARE NO WETLANDS LOCATED ON THE PARCEL PER NATIONAL WETLAND INVENTORY MAPS.
9. FLOODPLAIN
   THE PARCEL IS LOCATED WITHIN ZONE X, AREA OF MINIMAL FLOOD HAZARD, PER FEMA MAP PANEL 42029C0210G, EFFECTIVE DATE 9/29/2017.
10. RECEIVING STREAM
    THE PARCEL IS LOCATED IN THE BRANDYWINE CREEK WATERSHED AND DRAINS TO PLUM CREEK WHICH IS DESIGNATED AS WARM WATER FISHES (WWF) AND MIGRATORY FISH (MF) BY PA CODE CHAPTER 93.
11. TREES
    THIS PLAN IS NOT TO BE USED FOR TREE REMOVAL ALONG PROPERTY LINES. TREES LOCATIONS ARE APPROXIMATE. FOR TREE REMOVAL PURPOSES, PROPERTY LINES MUST BE FIELD MARKED WITH STAKES SET TO ESTABLISH EXACT TREE OWNERSHIP.

LEGEND

- PROPERTY LINE
- ADJOINER PROPERTY LINE
- EXISTING RIGHT-OF-WAY
- BUILDING SETBACK LINE
- EXISTING EDGE OF PAVING
- EXISTING EDGE OF DRIVEWAY
- EXISTING FENCE
- EXISTING TREELINE
- EXISTING EDGE OF LANDSCAPING
- EXISTING WALLS
- EXISTING DECIDUOUS TREE AND SIZE

LOT AREA		
GROSS LOT AREA	12,384 S.F.	0.284 ACRE
LESS ANY AREA WITHIN AN EXISTING OR DESIGNATED FUTURE STREET OR TRANSPORTATION RIGHT-OF-WAY	0 S.F.	0.000 ACRE
NET LOT AREA	12,384 S.F.	0.284 ACRES

REQUIRED FRONT YARD SETBACK CALCULATIONS	
703 S. EVERHART STREET	34.0'
510 SPRING GROVE LANE	65.4'
512 SPRING GROVE LANE	6.4'
514 SPRING GROVE LANE	7.5'
FRONT YARD SETBACK AVERAGE	28.3'

ZONING DATA		
ZONING DISTRICT: NC-1 (NEIGHBORHOOD CONSERVATION DISTRICT) SINGLE FAMILY DETACHED		
	REQUIRED	EXISTING
LOT AREA (MEDIAN VALUE OF LOTS ON THE BLOCK FACE)	13,339 S.F. (MIN.) (PER 3 LOT BLOCK)	12,384 S.F. *
LOT WIDTH	60' (MIN.)	120.0'
LOT COVERAGE (FROM 12,000 TO 20,000 S.F.)	35% (MAX.)	36.8% * (4,552 S.F.)
BUILDING COVERAGE (FROM 12,000 TO 20,000 S.F.)	20% (MAX.)	9.5% (1,179 S.F.)
BUILDING SETBACKS		
FRONT YARD (MATCH EXISTING ADJACENT SETBACKS)	28.3' (MIN.) (PER 3 LOT BLOCK)	37.0'
SIDE YARD	15' (MIN.)	16.5'
REAR YARD	35' (MIN.)	38.6'
BUILDING HEIGHT	35' (MAX.)	EXISTING
ACCESSORY SETBACKS		
SIDE YARD	5' (MIN.)	0.6' *
REAR YARD	5' (MIN.)	30.4'
SWIMMING POOL SETBACKS		
SIDE YARD	15' (MIN.)	15.8'
REAR YARD	35' (MIN.)	5.3' *
POOL DECKING	5' (MIN.)	1.2' *
* EXISTING NON-CONFORMITY		
REFER TO THE BOROUGH OF WEST CHESTER ZONING ORDINANCE FOR ANY ADDITIONAL REGULATIONS.		

IMPERVIOUS SURFACE SUMMARY	
	EXISTING
DWELLING	1,088 S.F.
SHED	84 S.F.
WINDOW WELLS	7 S.F.
BUILDING SURFACE TOTAL	1,179 S.F.
DRIVEWAY	879 S.F.
POOL	733 S.F.
CONCRETE POOL DECK	1,134 S.F.
DECKS AND STEPS	283 S.F.
WALKWAYS AND STEPS	225 S.F.
FIREPIT	15 S.F.
CONCRETE PAD	26 S.F.
WALLS	71 S.F.
UTILITY PAD	7 S.F.
IMPERVIOUS SURFACE TOTAL	4,552 S.F.

UPI: 1-11-134.1

CALL BEFORE YOU DIG!

PENNSYLVANIA LAW REQUIRES:
3 WORKING DAYS NOTICE FOR CONSTRUCTION PHASE AND
10 WORKING DAYS IN DESIGN STATE
– STOP CALL
Pennsylvania One Call System, Inc

SERIAL NO. 20250871678

PENNSYLVANIA ACT 187 REQUIREMENTS: PADULA ENGINEERING COMPANY DOES NOT GUARANTEE THE ACCURACY OF THE LOCATIONS FOR EXISTING SUBSURFACE UTILITY STRUCTURES SHOWN ON THE PLANS, NOR DOES PADULA ENGINEERING COMPANY GUARANTEE THAT ALL SUBSURFACE STRUCTURES ARE SHOWN. THE CONTRACTOR SHALL VERIFY THE LOCATION AND ELEVATION OF ALL UNDERGROUND UTILITIES AND STRUCTURES BEFORE THE START OF WORK.

NUM.	DATE	REVISION
1	11/25/2025	REVISED PER CLIENT'S ATTORNEY'S EMAIL

PREPARED FOR:
THOMAS AND SARAH KROPP
515 SPRING GROVE LANE
WEST CHESTER, PA 19382
BOROUGH OF WEST CHESTER * CHESTER COUNTY * PENNSYLVANIA

PLAN TITLE:
SITE PLAN

PREPARED BY:
PADULA ENGINEERING
Civil Engineering & Land Surveying
PADULA ENGINEERING COMPANY
780 EAST MARKET STREET, SUITE 275
WEST CHESTER, PA 19382
PADULAENGINEERING.COM
(610) 696-9900

DATE: NOVEMBER 24, 2025
DRAWN: iii
APPROVED: MJP
PROJECT NUMBER: 251079
1 OF 1

THESE DRAWINGS SHALL NOT BE UTILIZED BY ANY PERSON, FIRM OR CORPORATION WITHOUT THE SPECIFIC WRITTEN PERMISSION OF PADULA ENGINEERING COMPANY

(C) 2025 PADULA ENGINEERING COMPANY



COUNTY OF CHESTER

PENNSYLVANIA



Find UPI Information

PARID: 0111 01340100
UPI: 1-11-134.1
Owner1: KROPP THOMAS
Owner2: KROPP SARAH
Mail Address 1: 515 SPRING GROVE LN
Mail Address 2: WEST CHESTER PA
Mail Address 3:
ZIP Code: 19382
Deed Book: 10257
Deed Page: 978
Deed Recorded Date: 08/31/2020
Legal Desc 1: NS SPRING GROVE LN
Legal Desc 2: LOT 35 DWG & POOL
Acres: 0.2837
LUC: R-10
Lot Assessment: 42610
Property Assessment: 144300
Total Assessment: 186910
Assessment Date: 12/13/2024 7:28:35 AM
Property Address: 515 SPRING GROVE LA
Municipality: WEST CHESTER
School District: West Chester Area

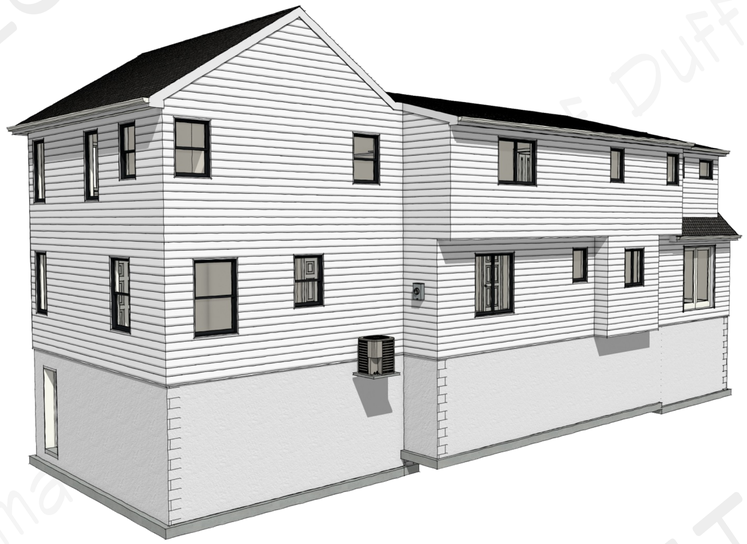
Map Created:
Tuesday, October 28, 2025

County of Chester

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OPTIONS: REPLACE ALL SIDING; REPLACE ALL ROOFING









GENERAL NOTES

1. ALL MATERIALS AND WORKMANSHIP SHALL CONFORM TO THE REQUIREMENTS OF THE DRAWINGS, SPECIFICATIONS, AND THE INTERNATIONAL RESIDENTIAL CODE 2018 OF THE PENNSYLVANIA UNIFORM CONSTRUCTION CODE AS AMENDED.
2. NEW CONSTRUCTION TO COMPLY WITH REQUIREMENTS OF 2018 PENNSYLVANIA ALTERNATIVE RESIDENTIAL ENERGY PROVISIONS.

Drawing Table of Contents	
Label	Title
A-1	COVER SHEET
A-2	BASEMENT FLOOR PLAN (PARTIAL) - PROPOSED
A-3	FIRST FLOOR PLAN (PARTIAL) - PROPOSED
A-4	SECOND FLOOR PLAN (PARTIAL) - PROPOSED
A-5	FIRST FLOOR PLAN (PARTIAL) - PROPOSED DEMO
A-6	FRONT ELEVATION - PROPOSED
A-7	LEFT & RIGHT ELEVATIONS - PROPOSED
A-8	REAR ELEVATION - PROPOSED
A-9	SECTIONS "A-A" & "B-B" - PROPOSED
A-10	ROOF PLAN - PROPOSED
A-11	EXISTING CONDITIONS
A-12	EXISTING CONDITIONS
A-13	EXISTING CONDITIONS
A-14	AERIAL PLOT PLAN

NOTE: 3D RENDERINGS ARE FOR ILLUSTRATIVE PURPOSES ONLY

REVISION TABLE

TYPE	DATE	REV. BY	DESCRIPTION
01-PRE	08-20-24	RGH	PRELIMINARY
02-BID	11-12-24	RGH	BID
03-CTR	01-15-25	RGH	CONTRACT

ESTD 1979 DUFF BUILDERS

DRAWINGS PROVIDED BY:
DUFF BUILDERS
1812 WILLOW STREET PIKE
LANCASTER, PA 17602
PHONE: (717) 293-5100
FAX: (717) 394-3340

TWO-STORY ADDITION w/ BASEMENT

WEST CHESTER BOROUGH
CHESTER COUNTY

TOM & SARAH KROPP
515 SPRING GROVE LANE
WEST CHESTER PA 19382

DATE:
1/15/2025

SCALE:
1/2" = 1'-0"

NOT TO SCALE UNLESS PRINTED ON 24"x36" PAPER

SHEET:
A-1

1 OF 14

NOT FOR CONSTRUCTION
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FRONT ELEVATION - PROPOSED

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03-CTR	01.15.25	RGH	CONTRACT

DUFF BUILDERS
ESTD 1979
BUILDERS

DRAWINGS PROVIDED BY:
DUFF BUILDERS
1812 WILLOW STREET PIKE
LANCASTER, PA 17602
PHONE: (717) 293-5100
FAX: (717) 394-3940

TWO-STORY ADDITION w/ BASEMENT

WEST CHESTER BOROUGH
CHESTER COUNTY

TOM & SARAH KROPP
515 SPRING GROVE LANE
WEST CHESTER PA 19382

DATE:
1/15/2025

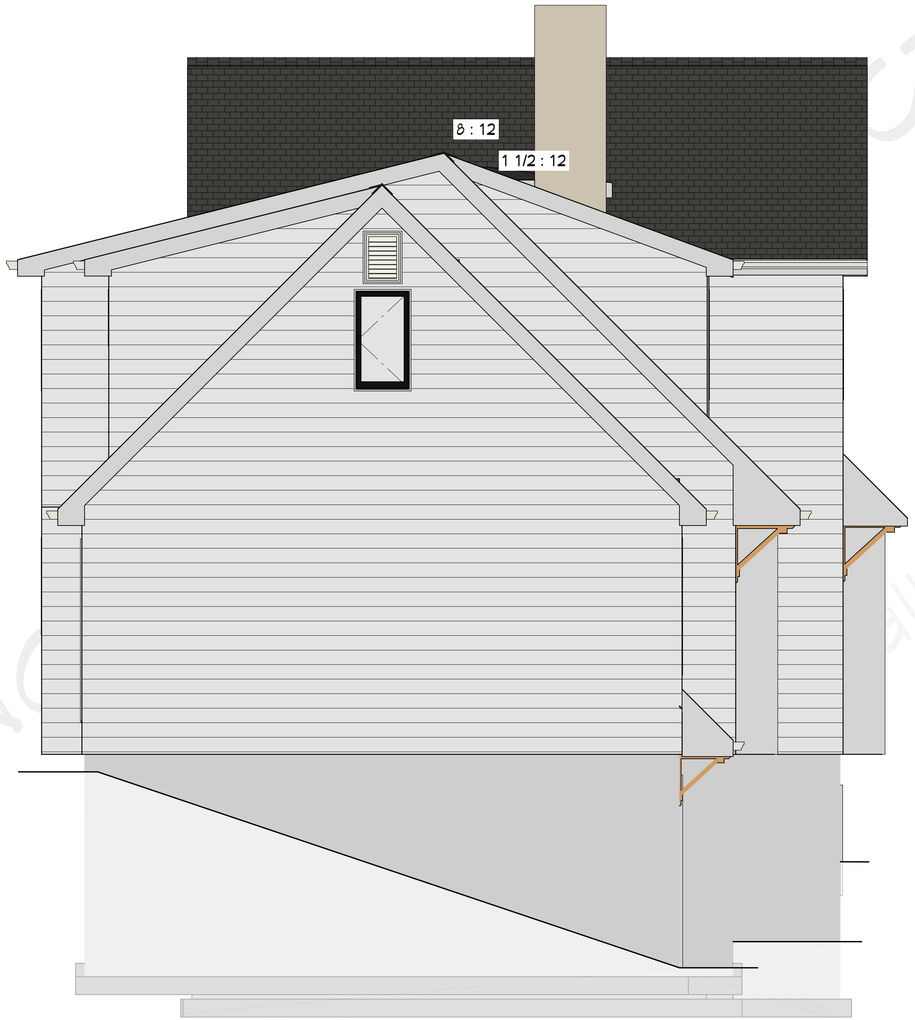
SCALE:
3/8" = 1'-0"

NOT TO SCALE UNLESS PRINTED ON 24"x36" PAPER

SHEET:
A-6

6 OF 14

OPTIONS: REPLACE ALL SIDING; REPLACE ALL ROOFING



LEFT ELEVATION - PROPOSED



RIGHT ELEVATION - PROPOSED

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REVISION TABLE

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01-PRE	08-20-24	RGH	PRELIMINARY
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03-CTR	01-15-25	RGH	CONTRACT

DUFF BUILDERS
ESTD 1979

DRAWINGS PROVIDED BY:
DUFF BUILDERS
1812 WILLOW STREET PIKE
LANCASTER, PA 17602
PHONE: (717) 293-5100
FAX: (717) 394-3340

TWO-STORY ADDITION w/ BASEMENT

WEST CHESTER BOROUGH
CHESTER COUNTY

TOM & SARAH KROPP
515 SPRING GROVE LANE
WEST CHESTER PA 19382

DATE:
1/15/2025

SCALE:
3/8" = 1'-0"

NOT TO SCALE
UNLESS PRINTED
ON 24"x36" PAPER

SHEET:
A-7

7 OF 14

OPTIONS: REPLACE ALL SIDING; REPLACE ALL ROOFING



REAR ELEVATION - PROPOSED

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REVISION TABLE

TYPE	DATE	REV. BY	DESCRIPTION
01-PRE	08-20-24	RGH	PRELIMINARY
02-BID	11-12-24	RGH	BID
03-CTR	01-15-25	RGH	CONTRACT

DUFF BUILDERS
ESTD 1979

DRAWINGS PROVIDED BY:
DUFF BUILDERS
1812 WILLOW STREET PIKE
LANCASTER, PA 17602
PHONE: (717) 293-5100
FAX: (717) 394-3340

TWO-STORY ADDITION w/ BASEMENT

WEST CHESTER BOROUGH
CHESTER COUNTY

TOM & SARAH KROPP
515 SPRING GROVE LANE
WEST CHESTER PA 19382

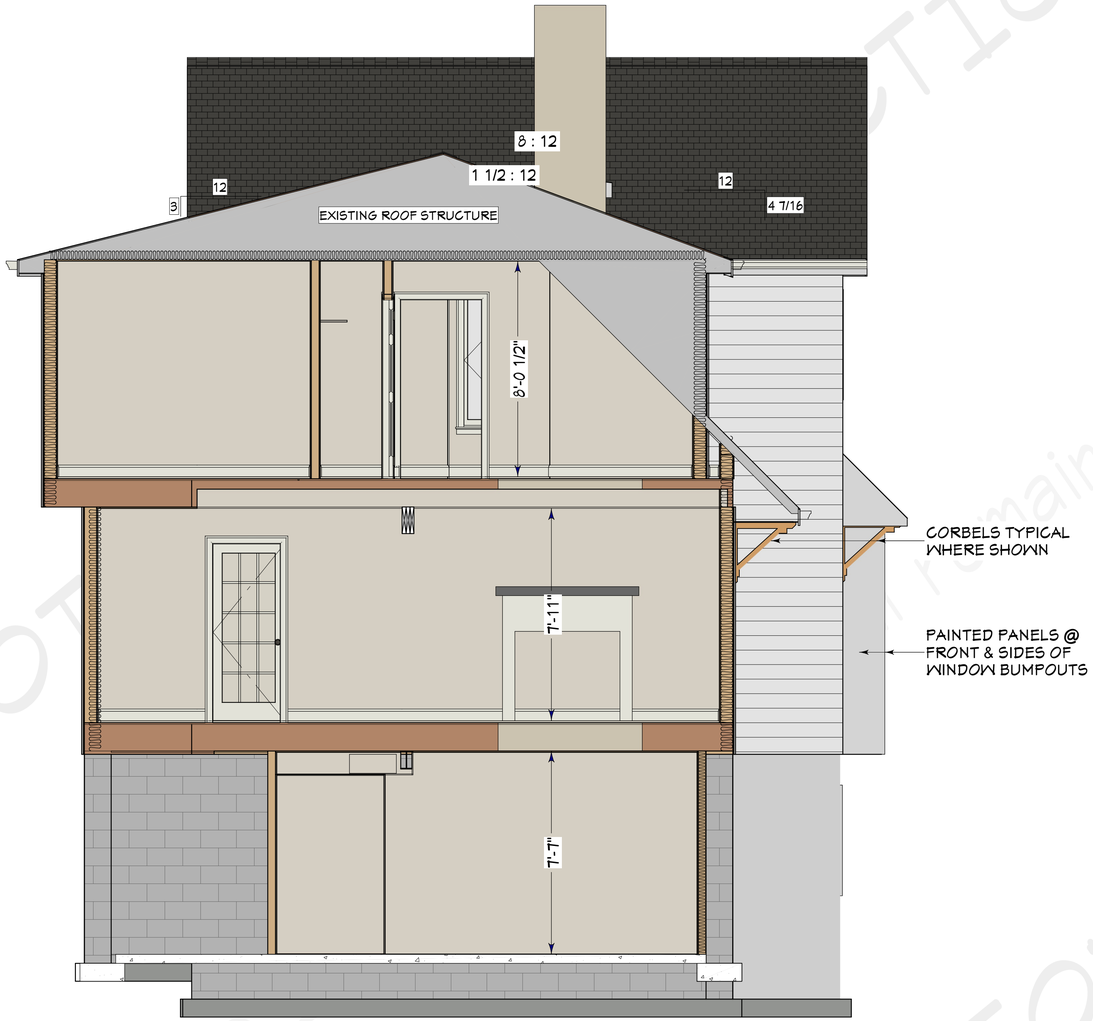
DATE:
1/15/2025

SCALE:
3/8" = 1'-0"

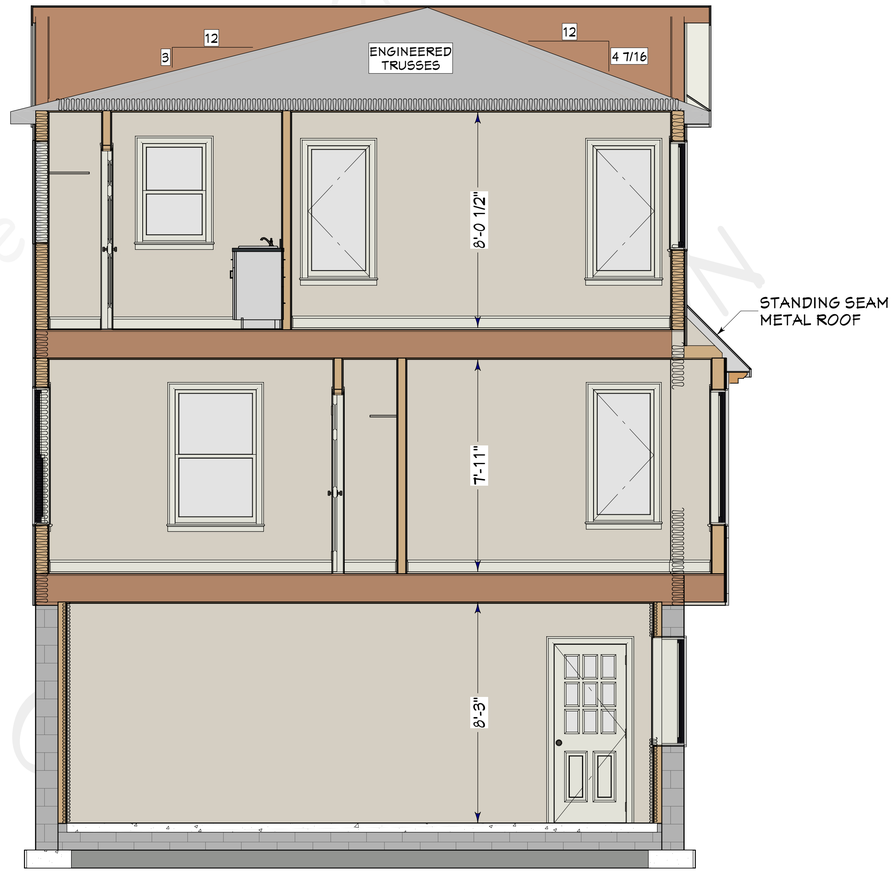
NOT TO SCALE UNLESS PRINTED ON 24"x36" PAPER

SHEET:
A-8

8 OF 14



SECTION "A-A"



SECTION "B-B"

NOTE: 3D RENDERINGS ARE FOR ILLUSTRATIVE PURPOSES ONLY

NOT FOR CONSTRUCTION
Copyright © Duff Builders
NOT FOR CONSTRUCTION

REVISION TABLE

TYPE	DATE	REV. BY	DESCRIPTION
01-PRE	08-20-24	RGH	PRELIMINARY
02-BID	11-12-24	RGH	BID
03-CTR	01-15-25	RGH	CONTRACT

DUFF BUILDERS
ESTD 1979
BUILDERS

DRAWINGS PROVIDED BY:
DUFF BUILDERS
1812 WILLOW STREET PIKE
LANCASTER, PA 17602
PHONE: (717) 293-5100
FAX: (717) 394-3940

TWO-STORY ADDITION w/ BASEMENT
WEST CHESTER BOROUGH
CHESTER COUNTY
TOM & SARAH KROPP
515 SPRING GROVE LANE
WEST CHESTER PA 19382

DATE:
1/15/2025

SCALE:
3/8" = 1'-0"

NOT TO SCALE UNLESS PRINTED ON 24"x36" PAPER

SHEET:
A-9

9 OF 14



AERIAL PLOT PLAN

NOTE: 3D RENDERINGS ARE FOR ILLUSTRATIVE PURPOSES ONLY

REVISION TABLE

TYPE	DATE	REV. BY	DESCRIPTION
01-PRE	08.20.24	RGH	PRELIMINARY
02-BID	11.12.24	RGH	BID
03-CTR	01.15.25	RGH	CONTRACT

DUFF BUILDERS

DRAWINGS PROVIDED BY:
DUFF BUILDERS
1812 WILLOW STREET PIKE
LANCASTER, PA 17602
PHONE: (717) 293-5100
FAX: (717) 394-3940

TWO-STORY ADDITION w/ BASEMENT

WEST CHESTER BOROUGH

CHESTER COUNTY

TOM & SARAH KROPP
515 SPRING GROVE LANE
WEST CHESTER PA 19382

DATE:
1/15/2025

SCALE:
1" = 10'-0"

NOT TO SCALE
UNLESS PRINTED
ON 24"x36" PAPER

SHEET:
A-14

14 OF 14

Borough of West Chester
401 East Gay Street ▪ West Chester, Pennsylvania ▪ 19380
Telephone: 610-692-7574 ▪ Facsimile: 610-436-0009
www.west-chester.com

ZONING HEARING BOARD APPLICATION

APPEAL # 1039 DATE RECEIVED 01/20/2026

Property (real estate) Location 138 W. Magnolia Street, West Chester, PA 19382

Zoning District: NC-2 Neighborhood Conservation District Tax Parcel: 1-9-1126

I / We (name) Tyler and Allison Canfield of (address) 138 W. Magnolia Street request the scheduling of a hearing on it/ my/our APPEAL (Application) to the West Chester Borough Zoning Hearing Board on the following grounds: (choose one or more):

(X) **Special Exception** to the Borough of West Chester Zoning Ordinance of 2021 (cite Ordinance Sections), specifically:
Section 112-307.A (Uses)

(X) **Variance** to the Borough of West Chester Zoning Ordinance of 2021 (cite Ordinance Sections), specifically:
Section 112-304.D (Permitted uses - special exception)
Sections 112-906.A, B, C, and F (Standards for granting special exceptions for student homes)

( ) **Appeal** a decision of the Zoning Officer, Specifically, the following:

( ) Other

Application Received By: W. Mecke

Date: 01/26/2026

NOTICE

Please see the Borough's website for the Fee Schedule for Zoning Fees. Zoning Fees are not refundable upon the Zoning Hearing scheduling and holding a hearing. A hearing will be scheduled only upon submission of a complete Application and payment of the applicable fee.

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Telephone: 610-692-7574 ▪ Facsimile: 610-436-0009
www.west-chester.com

A) The description of the Property (real estate located in West Chester Borough) including acreage (square feet), current improvements and use:

Please see attached supplemental narrative.

B) a) Does the Applicant own the Property? (X) Yes ( ) No

b) If "NO", who is the Owner of the Property?_____

c) If not the Owner, what is your legal authority (e.g. – equitable owner, tenant, etc.) for filing this Application on behalf of Owner?_____

C) I/We believe that the Zoning Hearing Board should approve this request because: (Please include the grounds for appeal or reasons both with respect to the law and fact in support of your relief request for the Appeal or Special Exception or Variance. You may also attach your explanation in a separate narrative including any documents supporting your request).

Please seeattached supplemental narrative.

(x) See Attached Narrative

D) Has any previous application or appeal been filed in connection with this Property?
( ) Yes (x) No

(E) PLOT PLAN REQUIREMENTS (Supporting Documents)

A Plot Plan of the Property must be submitted as part of this Application. The plot plan shall contain a description of this Property (lot) and show all of the information as follows:

1. Length of all Property (lot) lines.
2. Approximate acres or square feet of Property.
3. Show location of all buildings/structures on Property, their outside dimensions, the distances between buildings and the Property's boundaries.

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4. If this application is for new buildings or additions to present buildings, show these proposed buildings/additions giving outside dimensions and the distances between any new structures and existing buildings plus distances between any proposed buildings and the Property's boundaries.
5. Show any existing roads or driveways on the Property and the location of any new drives (if any) you plan to construct.
6. Show location and sizes of all existing parking spaces on the Property and additionally, if any, parking spaces you plan to construct.

NOTE: This Application must be completed in full and submitted with Supporting Documents. Two (2) copies of the Application, the Plot Plan and any supporting documents are required as part of your submission. Please also submit the Application and Supporting Documents in a PDF to Housing@west-chester.com

****

The Applicant certifies that the above statements contained in this Application and Supporting Documents submitted are true and correct to the best of its/my/our knowledge and belief.

Tyler and Allison Canfield	
Name of Applicant(s)	Name of Applicant(s)
On behalf of Applicants: Theodore T. Speedy	
Signature	Date January 16, 2026
[redacted]	**Theodore T. Speedy, Gawthrop Greenwood PC**
Address of Applicant	Attorney (If Represented)
[redacted]	**17 E. Gay Street, West Chester PA 19380**
Phone Number	Address
[redacted]	**610-696-8225**
Email Address (if any)	Phone or Email

****

Borough Use Only

Zoning Hearing Board Fee: $500.00 Check No.: 51133 Date Received: 1/20/2026

Received By: Wendy Mecke
Borough Employee

Borough of West Chester
401 East Gay Street ▪ West Chester, Pennsylvania ▪ 19380
Telephone: 610-692-7574 ▪ Facsimile: 610-436-0009
www.west-chester.com

Zoning Officer Review:

_____

Signature:_____ Date:_____

17 East Gay Street, Suite 100, P.O. Box 562 p. 610.696.8225
West Chester, PA 19381-0562 www.gawthrop.com

Gawthrop Greenwood, PC
Attorneys at Law

Theodore T. Speedy, Jr.
610.696.8225
tspeedy@gawthrop.com

January 16, 2026

Submitted via Hand Delivery
Sean Metrick, Borough Manager
Borough of West Chester
401 East Gay Street
West Chester, PA 19380

Re: Zoning Hearing Board Application of Tyler and Allison Canfield for 138 W. Magnolia Street, West Chester, PA, 19382 (UPI No. 1-9-1126)

Dear Mr. Metrick:

My firm represents Tyler and Allison Canfield ("Applicants"). Enclosed please find an application to the Zoning Hearing Board for the parcel located at 138 W. Magnolia Street, West Chester, PA, 19382 (UPI No. 1-9-1126), located within the NC-2 Neighborhood Conservation District of the Borough. The Applicants intend to seek a special exception to allow the property to be used as a student home, and variance relief as to certain standards for the special exception.

Attached please find the following:

1. Zoning Hearing Board Application with Supplemental Narrative;
2. Deed for the subject property;
3. Tax Parcel Map for the subject property;
4. Check for the required filing fee of $500.00, payable to West Chester Borough.

Kindly confirm receipt and acceptance of this application and confirm when a hearing date may be scheduled.

Please do not hesitate to contact me if you should require any additional information in order to process this Application. Thank you for your consideration.

Very truly yours,
GAWTHROP GREENWOOD, PC

Theodore T. Speedy, Jr.

Enclosures
Cc (via email): Aaron Flook, Director - Building, Housing and Codes Enforcement
James D. Doyle, Esquire

Supplemental Narrative to the Zoning Hearing Board Application of Tyler and Allison Canfield

Property Information

Address:	138 W. Magnolia Street, West Chester, PA, 19382
UPI No.:	1-9-1126
Zoning District:	NC-2 Neighborhood Conservation District
Owners:	Tyler and Allison Canfield
Current Use:	Residential – Single-family semi-detached dwelling

Tyler and Allison Canfield (hereinafter "Applicants") respectfully file this supplemental narrative with their Zoning Hearing Board Application with the West Chester Borough Zoning Hearing Board (hereinafter "Board").

The subject property is located at 138 W. Magnolia Street, West Chester, PA, 19382 being UPI No. 1-9-1126, (the "Property"). The Property is located within the NC-2 Neighborhood Conservation District. The Property is improved with a three-story, five bedroom, single-family semi-detached dwelling (sharing the southwest wall with 136 W. Magnolia) used for residential purposes. The lot contains approximately 2000 square feet, and includes a fenced rear yard with no off-street parking areas or paved drive surfaces.

Applicants purchased the Property in 2020. At the time of their purchase, it was used as their primary residence. Magnolia Street is comprised of semi-detached residential dwellings. Because of the street's proximity to West Chester University, many of the surrounding properties on the block serve as student home rentals. In fact, both the abutting properties, 136 and 140 W. Magnolia Street, are approved for student home use. When Applicants purchase the Property, during the height of COVID-19, they were not informed and unaware that the abutting properties were used as student homes. This use was not readily apparent at the time of purchase due to the reduced occupancy and activity at the University during the pandemic shut down. As normal campus operations resumed, the impacts of the abutting student homes became increasingly evident, particularly given the shared wall. Noise transmission, intensity of use, and transient occupancy patterns materially affected the livability of the Property as a traditional single-family residence and ultimately influenced Applicant's decision to relocate.

Applicants moved from the Property in March, 2024. Applicants were able to rent the Property to non-student tenants, but received complaints throughout the lease term arising from student neighbors impacts to the tennants. In August 2025, the tenants ended the lease, citing the noise issues from student homes. Since that time, Applicants have been unable to rent out the Property. Due to the established pattern of student home use on the block, non-student households do not seek to rent this Property. The Property is currently vacant. This prolonged vacancy creates instability and does not contribute to the consistency and upkeep of the neighborhood.

Applicants seek a special exception to allow the current dwelling to be used as a student home. This use will comport with existing conditions on the block. However, physical conditions of the Property do not meet the standards required to grant a special exception. Applicants therefore also seek variance relief to permit consideration for the special exception. Due to the hardship imposed on their Property by the abutting student home use, affecting the use and value of the Property for anything but student housing, variance relief is appropriate, which will allow the requested use by special exception.

Special Exception Request:

The Applicants seek a special exception pursuant to §112-307.A (Uses), subject to the standards contained in §112-906 (Standards for granting special exceptions for student homes) of the West Chester Borough Zoning Ordinance to permit the use of the Property as a student home.

Variance Relief:

In order to grant the above request for a Special Exception, variance relief is sought from the following sections of the Zoning Ordinance:

1. Section 112-304.D (Permitted uses – special exception) to permit a student home as a special exception use in the NC-2 Neighborhood Conservation District within a single-family semidetached dwelling, where such special exception use is limited to single-family detached dwellings.

2. Section 112-906.A (Standards for granting special exceptions for student homes) to permit a student home within a single-family semidetached dwelling, where student home use by special exception is limited to single-family detached dwellings.

3. Section 112-906.B (Standards for granting special exceptions for student homes) to permit a student home to be located within 500 feet of a group home, group quarters institution, church, educational use, housing for older persons or home for handicapped individuals, where it is otherwise not permitted.

4. Section 112-906.C (Standards for granting special exceptions for student homes) to permit a student home to be located abutting an existing student home, where the required separation distance is equal to 20 times the required street frontage for the Neighborhood Conservation District Block Class where the student home is proposed to be located from another student home.

5. Section 112-906.F (Standards for granting special exceptions for student homes) to permit a student home which cannot meet the parking requirements set forth in Article VI (Parking and Loading Requirements).

The Property will otherwise comply with the special exception standards for floor area, area and bulk requirements, and owner registration.

Variance relief is appropriate because Applicants face a hardship from the existing physical conditions and circumstances attendant to the Property. Applicants will present substantial evidence to this Board that these conditions and circumstances constitute an unnecessary hardship, in that the physical structure of the Property cannot be used for a permitted purpose, that the Property cannot be conformed to a permitted purpose without prohibitive expenses, and that the Property has no value for traditional residential purposes permitted by the Zoning Ordinance. *Allegheny West Civic Council, Inc. v. Zoning Bd. of Adjustment of the City of Pittsburgh*, 689 A.2d 225, 227 (Pa. 1997). First, the current structure is semidetached, sharing a wall with the abutting property at 136 W. Magnolia. Student home use is only permitted as a special exception in single family detached dwellings. It is not feasible for Applicants to make structural changes to the dwelling; to create a detached dwelling would require complete demolition and rebuilding of the current structure. Moreover, Applicants are faced with the existing circumstances of the Property, specifically, that it is located abutting current student home use, and, potentially, within 500 feet of certain protected uses. Applicants have no control over uses on adjacent properties. Applicants have attempted to rent out the Property to non-student tenants. Recent efforts have not resulted in securing a tenant. The Property remains vacant. The Applicants inability to rent the Property to a tenant other than a student demonstrates that the Property has diminished value for the permitted by right use as a traditional residential dwelling.

The variances, if granted, will not alter the essential character of the neighborhood in which the Property is located, nor substantially or permanently impair the appropriate use or development of adjacent properties, nor be detrimental to the public welfare. The proposed student home use already exists in 10 of the 19 dwellings on the block. Moreover, the abutting properties on either side of the Property are already permitted for student home use. Allowing student home use at this Property will not affect any abutting non-student resident. The current dwelling complies with the permitted residential character of the NC-2 District. Allowing student home use in this dwelling is in line with the general purpose of the district. Further, if any group home, group quarters institution, church, educational use, housing for older persons or home for handicapped individuals is located within 500 feet of the Property, conversion to student home use will not create any effect not otherwise present by the student home use existing on the abutting properties.

The variances, if granted, will represent the minimum requests that will afford relief and will represent the least modification possible of the Zoning Ordinance. The Applicant intends to rent a now vacant dwelling to student tenants. The use is already present on the block, and requires no physical alteration of the structure. The Property otherwise complies with all area and bulk requirements.

11755047 B: 10246 P: 938 DEE
08/20/2020 09:13:51 AM Page 1 of 4
Rec Fees: $94.75 Local: $3,750.00 State: $3,750.00
Chris Pielli Recorder of Deeds, Chester County, PA

RECORDER OF DEEDS

Prepared by and Return to:

Premier Settlement Services, LLC
10 Campus Blvd
Newtown Square, PA 19073

File No. PSS-20-0145

UPI # 1-9-1126

Consideration-$375,000.00
State Tax- $3,750.00
Local Tax- $3,750.00

This Indenture, made the 13th day of August, 2020,

Between

THERESA I. SCHANNE AND MARY F. SCHANNE

(hereinafter called the Grantors), of the one part, and

ALLISON LOTT AND TYLER CANFIELD

(hereinafter called the Grantees), of the other part,

Witnesseth, that the said Grantors for and in consideration of the sum of **Three Hundred Seventy-Five Thousand And 00/100 Dollars ($375,000.00)** lawful money of the United States of America, unto them well and truly paid by the said Grantees, at or before the sealing and delivery hereof, the receipt whereof is hereby acknowledged, have granted, bargained and sold, released and confirmed, and by these presents do grant, bargain and sell, release and confirm unto the said Grantees, as joint tenants with the right of survivorship

ALL THAT CERTAIN lot or parcel of ground with the buildings and improvements thereon erected, No. 138 Magnolia Street, between Walnut and Matlack Street, SITUATE in West Chester Borough, County of Chester and State of Pennsylvania, bounded and described as follows, to wit:

BEGINNING at a point on the South side of said Magnolia Street at a distance of 155 feet 8 inches Eastwardly from the East side of an alley; thence Southwardly at right angles to said Magnolia Street through the center wall of the division between this and the adjoining messuage on the West now or late William H. Sims, 100 feet, to a 16 feet wide ally parallel to said Magnolia Street, thence along said alley 20 feet to a messuage now or late of William H. Gaul; thence along the said William H. Gaul?s and 100 feet to the South line of said Magnolia Street; thence along the South line of same 20 feet to the place of beginning.

UPI No. 1-9-1126

Unofficial Copy

BEING the same premises which William Loughin, by Deed dated 04/22/2005 and recorded 04/27/2005 in the Office of the Recorder of Deeds in and for the County of Chester in Record Book 6474, Page 1725, granted and conveyed unto Theresa I. Schanne and Mary F. Schanne.

Together with all and singular the buildings and improvements, ways, streets, alleys, driveways, passages, waters, water-courses, rights, liberties, privileges, hereditaments and appurtenances, whatsoever unto the hereby granted premises belonging, or in anywise appertaining, and the reversions and remainders, rents, issues, and profits thereof; and all the estate, right, title, interest, property, claim and demand whatsoever of them, the said grantors, as well at law as in equity, of, in and to the same.

To have and to hold the said lot or piece of ground described above, with the buildings and improvements thereon erected, hereditaments and premises hereby granted, or mentioned and intended so to be, with the appurtenances, unto the said Grantees, their heirs and assigns, to and for the only proper use and behoof of the said Grantees, their heirs and assigns, forever.

And the said Grantors, for themselves and their heirs, executors and administrators, do, by these presents, covenant, grant and agree, to and with the said Grantees, their heirs and assigns, that they, the said Grantors, and their heirs, all and singular the hereditaments and premises herein described and granted, or mentioned and intended so to be, with the appurtenances, unto the said Grantees, their heirs and assigns, against them, the said Grantors, and their heirs, will warrant and defend against the lawful claims of all persons claiming by, through or under the said Grantors but not otherwise.

In Witness Whereof, the parties of the first part have hereunto set their hands and seals. Dated the day and year first above written.

Sealed and Delivered
IN THE PRESENCE OF US:

_____

Theresa I. Schanne {SEAL}
Theresa I. Schanne

_____

Mary F. Schanne {SEAL}
Mary F. Schanne

Unofficial Copy

Commonwealth of Pennsylvania
County of Delaware } ss

On this, the 13th day of August, 2020, before me, the undersigned Notary Public, personally appeared **Theresa I. Schanne and Mary F. Schanne**, known to me (or satisfactorily proven) to be the persons whose names are subscribed to the within instrument, and acknowledged that they executed the same for the purposes therein contained.

IN WITNESS WHEREOF, I hereunto set my hand and official seal.

Commonwealth of Pennsylvania - Notary Seal
JOYCE OROBONO MCALLISTER - Notary Public
Delaware County
My Commission Expires Dec 19, 2021
Commission Number 1220092

Notary Public
My commission expires 12/19/21

The precise residence and the complete post office address of the above-named Grantees is:

138 Magnolia Street
West Chester, PA 19382

On behalf of the Grantees

Unofficial Copy

Deed

UPI # 1-9-1126

Theresa I. Schanne and Mary F. Schanne

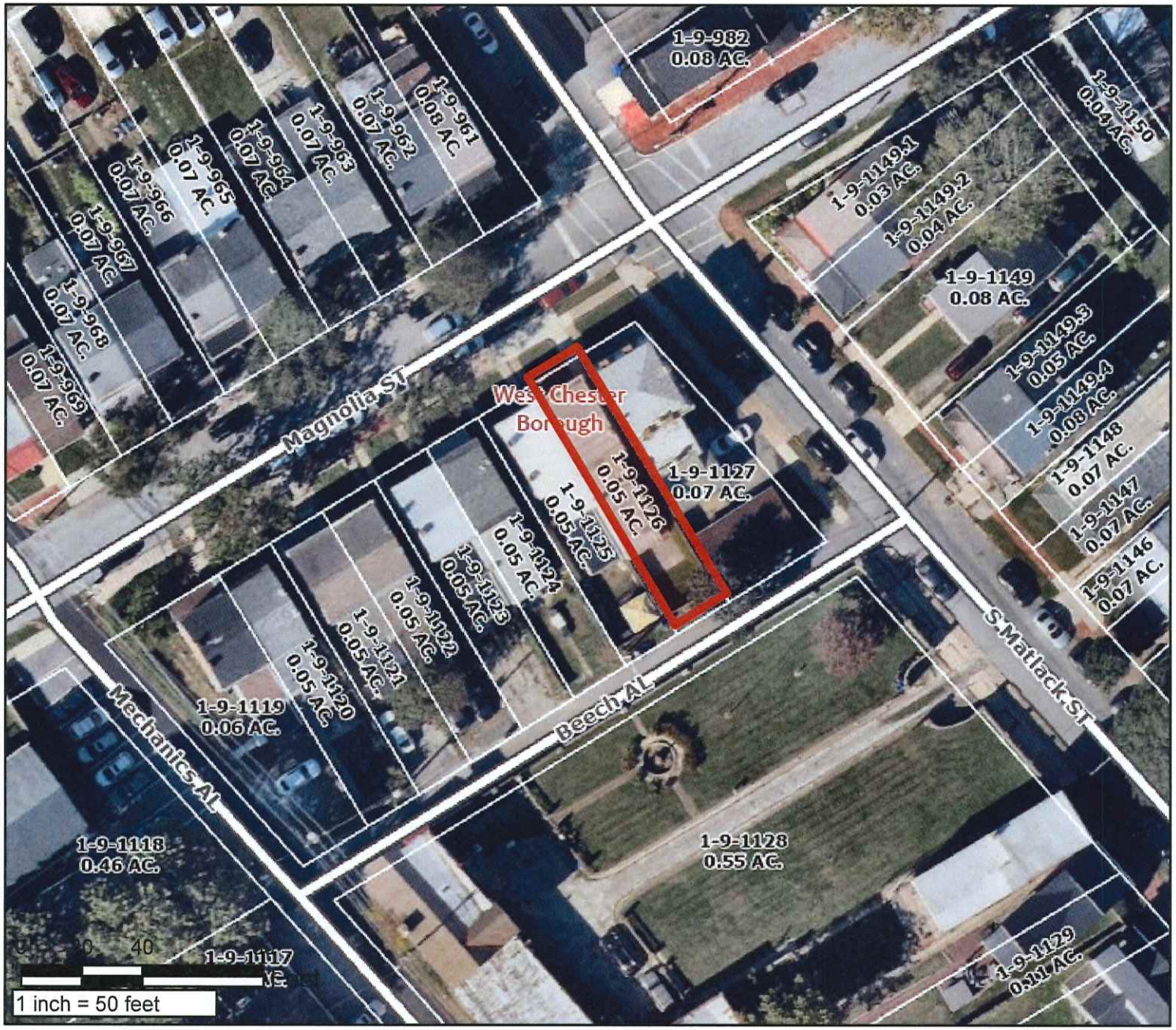
TO

Allison Lott and Tyler Canfield

Premier Settlement Services, LLC
10 Campus Blvd
Newtown Square, PA 19073

Unofficial Copy

138 W. Magnolia St. (UPI No. 1-9-1126)



COUNTY OF CHESTER

PENNSYLVANIA



Find UPI Information

PARID: 0109 11260000
UPI: 1-9-1126
Owner1: LOTT ALLISON
Owner2: CANFIELD TYLER
Mail Address 1: 138 MAGNOLIA ST
Mail Address 2: WEST CHESTER PA
Mail Address 3:
ZIP Code: 19382
Deed Book: 10246
Deed Page: 938
Deed Recorded Date: 08/20/2020
Legal Desc 1: SS OF MAGNOLIA ST
Legal Desc 2: LOT & DWG
Acres: 0.0459
LUC: R-10
Lot Assessment: 26920
Property Assessment: 65860
Total Assessment: 92780
Assessment Date: 12/12/2025 9:23:31 AM
Property Address: 138 MAGNOLIA ST
Municipality: WEST CHESTER
School District: West Chester Area

Map Created:
Monday, January 5, 2026

County of Chester

Limitations of Liability and Use:
County of Chester, Pennsylvania makes no claims to the completeness, accuracy, or content of any data contained herein, and makes no representation of any kind, including, but not limited to, the warranties of merchantability or fitness for a particular use, nor are any such warranties to be implied or inferred with respect to the information or data furnished herein. For information on data sources visit the GIS Services page listed at www.chesco.org/gis.

DATE APPLICATION RECEIVED: 12/10/2025

APPLICATION NUMBER: 2026-01

PROPERTY ADDRESS: 139 W. GAY ST., WEST CHESTER, PA

APPLICANT'S EMAIL: contact@boredip.com (Jason Lu)

Note: All projects must have the appropriate sections completed in its entirety and attached to this form. *Only attach the applicable sections.* The application number will be assigned by the Building & Housing Department.

1) This application is for (check all appropriate boxes):
   - [x] Section #1 – Sign
   - [ ] Section #2 – Canopy or Awning
   - [ ] Section #3 – Repair, replacement or alteration from original
   - [ ] *(please supply photos or elevations of original)*
   - [ ] *Section #4 – Addition*
   - [ ] *(supply architectural elevations and site drawings, as well as photos of the existing structure)*
   - [ ] *Section #5 – New Construction*
   - [ ] *(supply architectural elevations and site drawings, as well as photos of buildings next to and around the site)*
   - [ ] *Section #6 - Demolition*

2) Please indicate which items you are submitting with your application form. Do not submit originals, since they will be kept by the HARB for its official archives:
   - [x] Color or B/W Sketches
   - [ ] Old or Historic Photographs
   - [ ] Plot or Site Plans
   - [ ] Architectural Elevations
   - [ ] Photographs of the current existing site showing where changes are to be made, location of buildings and streetscape.

All sketches, elevations, and plans must be signed by the preparer(s)

The owner of this property and the applicant agree to conform to all applicable findings of the Borough of West Chester Historical and Architectural Review Board.

Applicant's name (print): Jason Lu

Applicant's Signature: Jason Lu

Date: 11/20/25

Owner's Name (print): Scott Zukin, Zukin Realty

Owner's Signature: Scott Zukin Auth Signer

Date: 11/25/25

Note: Check with the Building and Housing office of the Borough of West Chester to see if you need a building permit as well as a Certificate of Appropriateness ***before*** you begin your project

DATE APPLICATION RECEIVED: 12/10/2025

APPLICATION NUMBER: 2026-01

SECTION #1 – SIGNS

(Attach a separate Section #1 for each of the signs you want to install)

Instructions: Provide color or black and white sketches of each sign and its message. Also show the proposed location and proportion to building façade. Attach photos of the streetscape and adjacent buildings.

Location of project: 139 W. GAY ST., WEST CHESTER, PA

Name of business: Bored Trading Cafe

Applicant's name: Jason Lu

Applicant's address: [redacted]

Applicant's phone number: [redacted] Applicant's email: [redacted]

Owner's name: Zukin Realty

Owner's address: 121 E. Gay St. West Chester, PA 19380

Owner's telephone number [redacted]

1) Are you replacing an existing sign? yes

2) How many signs do you wish to install? 1

3) On how many facades? 1 1 Front ____Side ____Back

4) yes Hanging Sign ____Building-mounted ____Other

5) Give a thorough description of sign: 36" x 36" x 1/2" Palight/Polycarbonate sign with applied graphics as shown in sketch

6) Is there new illumination? yes Fixture Type? existing double sided goose neck
How will it be mounted? already mounted to sign hanging hardware

7) Sign Dimensions: Height: 36" x Width: 36" x Depth: 1/2"

8) If a hanging sign, what is the height from the sidewalk to the bottom of the sign?____
(Borough Code requires 8'-0 minimum to bottom of sign)

9) How will this sign be mounted?____
(please note: any attachment to a masonry façade must be done through the mortar joints, NOT into the masonry).

10) If a hanging sign, describe the hanging bracket: steel, projecting sign bracket

11) If a hanging sign, is this an existing bracket: yes

12) Colors: black

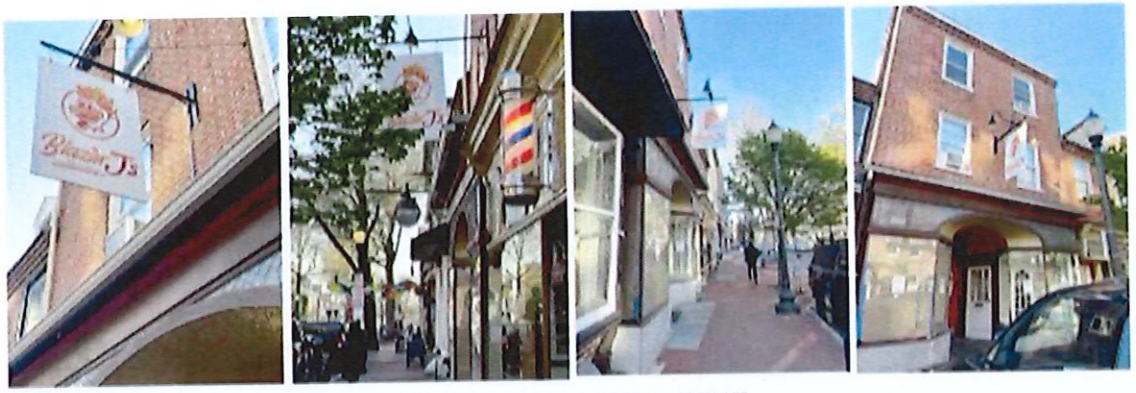
13) Message: name of business/tag line/web site

14) Lettering style: please note that the historic preference is for any "serif" type:____

Please be sure to attach sample of sign wording in chosen lettering style

BOREDTRADINGCO.COM FONT: ADELLE BOLD

BOREDTRADINGCO.COM



REMOVE AND REPLACE EXISTING SIGN FACE ONLY / REUSE EXISTING BRACKET / UPGRADE HARDWARE

EXTERIOR HANGING SIGN FACE/DOUBLE SIDED
MATERIAL SPECIFICATION:
36" X 36" X 1" PALIGHT SIGN FACE WITH APPLIED GRAPHICS
DIGITAL PRINT MATERIAL: 3M IJ180CV3 WITH 8519 LAMINATE

SIGN KIT AS SHOWN: $689.00 + PA SALES TAX
INSTALLATION SERVICES: 375.00



EXISTING NEON-LIKE LED SIGN TO HANG INSIDE THE FRONT RIGHT WINDOW AS SHOWN



Application Numbers: 2026-01

APPLICATION FOR CERTIFICATE OF APPROPRIATENESS

Borough of West Chester

Historical and Architectural Review Board

PROJECT ADDRESS: 139 W. Gay Street

1) ***Date of HARB Review:*** *January 29, 2026*

2) ***Applicant's Proposal:*** *Sign*

3) ***Findings:***

The applicant, Jason Lu, was present and described the proposed sign project as follows:

- *New hanging sign, 36-inch x 36-inch, hanging from an existing metal bracket located between two second floor windows. The message on the sign is "***BORED – Trading Cafe – boredtradingco.com.***" Purple and black text on a white background.*
- *Two existing goose neck lights mounted to the hanging bracket, above the sign, will be retained.*

The HARB reviewed the application as follows:

- *Some concern was expressed that the 36" x 36" sign may be larger than shown in the illustration provided in the application. That might cause the sign to encroach on the existing pent roof below the sign.*
- *The bright white background color was recommended to be off white.*
- *The applicant agreed that the sign should be sized to avoid the pent roof. The maximum size of the sign will be 36" x 36". The size of the square sign shall be reduced if required to avoid interference with the existing pent roof.*

4) ***Recommendations from HARB:***

The Board recommends Approval of a Certificate of Appropriateness for Application 2026-01 as submitted, with the following clarifications:

1. *The hanging sign design is approved as presented, with the background color to be revised to an off white.*
2. *Sign shall be a maximum size of 36-inches x 36-inches. The size of the square sign shall be reduced if required to avoid interference with the existing pent roof.*

Application Numbers: 2026-01

APPLICATION FOR CERTIFICATE OF APPROPRIATENESS
Borough of West Chester
Historical and Architectural Review Board

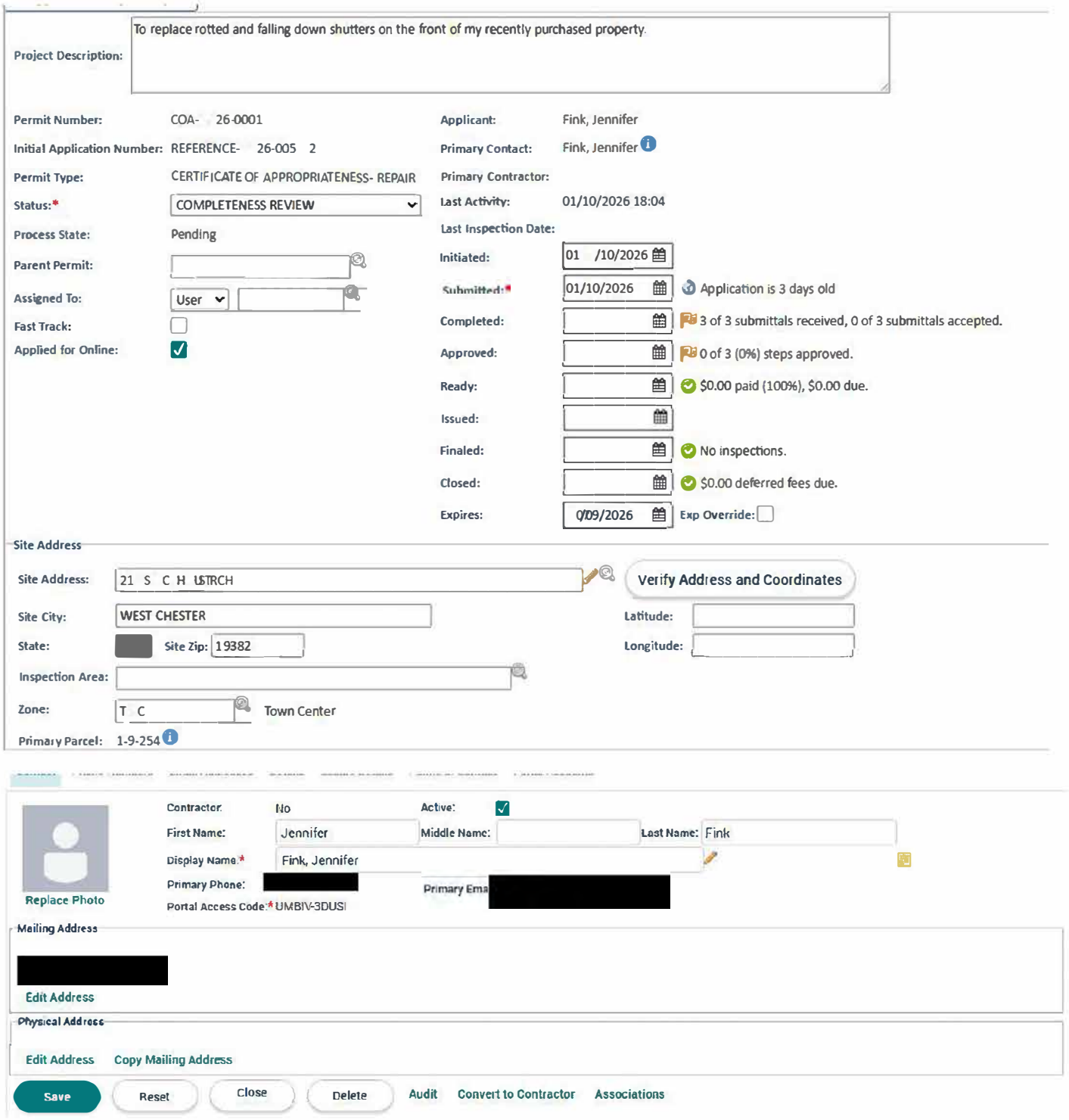
PROJECT ADDRESS: 139 W. Gay Street

5) Borough Council's Action and Date

- ❑ Approved per HARB recommendation:
- ❑ Denied for the following reasons:
- ❑ Approved with the following differences from HARB recommendation:

Date of Action Taken: _____ , 2026

Borough Manager's Signature:



Project Description: To replace rotted and falling down shutters on the front of my recently purchased property.

Permit Number: COA- 26-0001
Initial Application Number: REFERENCE- 26-005 2
Permit Type: CERTIFICATE OF APPROPRIATENESS- REPAIR
Status:* COMPLETENESS REVIEW
Process State: Pending
Parent Permit:
Assigned To: User
Fast Track:
Applied for Online:

Applicant: Fink, Jennifer
Primary Contact: Fink, Jennifer
Primary Contractor:
Last Activity: 01/10/2026 18:04
Last Inspection Date:
Initiated: 01 /10/2026
Submitted:* 01/10/2026 — Application is 3 days old
Completed: — 3 of 3 submittals received, 0 of 3 submittals accepted.
Approved: — 0 of 3 (0%) steps approved.
Ready: — $0.00 paid (100%), $0.00 due.
Issued:
Finaled: — No inspections.
Closed: — $0.00 deferred fees due.
Expires: 0/09/2026 Exp Override:

Site Address

Site Address: 21 S C H USTRCH — Verify Address and Coordinates
Site City: WEST CHESTER — Latitude:
State: Site Zip: 19382 — Longitude:
Inspection Area:
Zone: T C Town Center
Primary Parcel: 1-9-254

Replace Photo

Contractor: No — Active:
First Name: Jennifer — Middle Name: — Last Name: Fink
Display Name:* Fink, Jennifer
Primary Phone: [redacted] — Primary Ema [redacted]
Portal Access Code:* UMBIV-3DUSI

Mailing Address

[redacted]

Edit Address

Physical Address

Edit Address Copy Mailing Address

Save Reset Close Delete Audit Convert to Contractor Associations

Permit #: COA-26-0001 **Status:** COMPLETENESS REVIEW **Contact:** Fink, Jennifer **Site Address:** 21 S CHURCH ST WEST CHESTER, PA 19382

Type: CERTIFICATE OF APPROPRIATENESS- REPAIR **Project Name:** Shutter replacement. **Contractor:**

Name	Value
REASON FOR APPROPRIATENESS APPLICATION:*	Replacement or alteration from original
LOCATION OF PROJECT:*	Front of building on 8 windows (8 sets of shu
NAME OF BUSINESS:*	FB Property WC, LLC
WHICH ELEMENTS DID YOU CHANGE:	Shutters
ON HOW MANY FACADES:	1
WHAT WAS THE OLD IS THE MATERIAL:	Wood (unknown what kind of wood)
WHAT IS THE PROPOSED NEW MATERIAL:	Wood (specifically red cedar)
HOW WILL IT BE INSTALLED:	Using Restore N More to install. This applica
ARE YOU USING ANY HISTORICAL MATERIALS:	No
IF SO, WHAT AND HOW:	
WHAT WERE THE OLD DIMENSIONS:	0
WHAT ARE THE NEW DIMENSIONS:	Old dimensions and new dimensions are exa
WHAT ARE THE OLD COLORS:	Powder blue
WHAT ARE THE NEW COLORS:	SW Iron Ore (Deep/dark grey)
WHY DO YOU WISH TO MAKE THESE CHANGES:	The old shutters are completely rotted and o

Front of building on 8 windows (8 sets of shutters)

Using Restore N More to install. This application will not let me add them as a contractor, however, I will hire them upon approval from HARB and I will submit their quote and information.

Old dimensions and new dimensions are exactly the same. Upper window shutters are 58 1/4" H by 35" W Lower shutters are 73"H by 38" W

The old shutters are completely rotted and one has already fallen off of the building creating a safety risk.

Permit #: COA-26-0002	**Status:** UNDER REVIEW		**Contact:** Fink, Jennifer	**Site Address:** 21 S CHURCH ST WEST CHESTER, PA 19382	
Type: CERTIFICATE OF APPROPRIATENESS- REPAIR	**Project Name:** Replace old rotting deck on the back of the property.		**Contractor:**		

Name	Value
REASON FOR APPROPRIATENESS APPLICATION:*	Replacement or alteration from original
LOCATION OF PROJECT:*	Back of the Property.
NAME OF BUSINESS:*	FB Property WC, LLC
WHICH ELEMENTS DID YOU CHANGE:	Seeking to change the deck on the back of th
ON HOW MANY FACADES:	One
WHAT WAS THE OLD IS THE MATERIAL:	Wood
WHAT IS THE PROPOSED NEW MATERIAL:	Wood composite with natural grain look
HOW WILL IT BE INSTALLED:	Professional installation using existing wooc
ARE YOU USING ANY HISTORICAL MATERIALS:	no
IF SO, WHAT AND HOW:	
WHAT WERE THE OLD DIMENSIONS:	
WHAT ARE THE NEW DIMENSIONS:	
WHAT ARE THE OLD COLORS:	Stained red (but rotted and worn)
WHAT ARE THE NEW COLORS:	Rocky Harbour (wood grain look grayish tan)
WHY DO YOU WISH TO MAKE THESE CHANGES:	The old deck it crumbling and looks terrible.

Seeking to change the deck on the back of the property.

Rocky Harbour (wood grain look grayish tan) for the deck with charcoal black railing. Both colors attached as documents.

The old deck it crumbling and looks terrible. It has fallen into disrepair, there are holes in the deck and some of the railings are missing. Of note, you can barely see this from the alley. Photos attached in the documents.

January 7, 2026

By and Between:

RESTORE 'N MORE, INC., a Pennsylvania corporation with business offices located at 251 West Stiegel Street, PO Box 128, Manheim, Pennsylvania 17545, a telephone number of 717-664-7575, and a Pennsylvania registration number of PA009613 (referred to herein as "Restore 'N More" or "Contractor")

AND

Jennifer Fink for the property located at 21 S. Church St. Westchester PA 19382 (referred to herein as "Owner")

For the following work, collectively the "project":

SHUTTER REPLACEMENT:

After owners remove all personal belongings from the areas to be addressed, Restore 'N More workmen shall proceed with the following;

Carefully remove eight pairs of existing deteriorated shutters and mis-matched hardware in their entirety. Install period appropriate western red cedar shutters and functioning iron hardware (hinges, hinge pintels, slide bars, and pull rings) to replace the original components in kind.

Owner to supply all materials from VIXEN HILL Shutters; two pair raised panel shutters on the first floor and three pair louvered shutters on each of the second and third floors complete with hardware. Restore 'N More Inc. to provide installation only, of said components.

Carefully tooth out nine existing deteriorated brick at the left of the front door. Source, supply and install nine vintage brick to replace removed brick. Vintage brick are to reasonably match existing façade brick in appearance and size but, due to natural weathering and the nature of vintage brick, may not match EXACTLY. Using reasonably color matched high lime content mortar, repoint the newly installed brick and perform spot-pointing to approximately three square feet of deteriorated mortar at the right of the front door.

The project cannot be changed without a change order signed by the Owner and the Contractor.

Approximate Start Date**: April 6, 2026**

Approximate Completion Date: April 24, 2026

Upon completion of project, RESTORE 'N MORE shall clean up and remove all construction related debris.

We propose to furnish labor and material complete in accordance with the specifications shown above for the sum of: THREE THOUSAND, SEVEN HUNDRED and THIRTY-THREE dollars.....($3,733.00).

THIS PROPOSAL IS GUARANTEED FOR FIFTEEN (15) DAYS ONLY. The offered price is dependent upon current market prices. Owner and contractor recognize and agree that the substitution of products and price adjustments may be required based on changes in material availability and the costs to obtain and deliver materials to the job between the date of this proposal/contract and when delivery is to be made to the job. Increases in the present market rate for labor or the present market rate for materials will be reflected in price adjustments as shown on a change order to be signed by the parties.

In the event Contractor encounters unforeseeable conditions adversely affecting the work under this contract, Contractor shall notify Owner of such conditions in writing. If the conditions cause an increase in the time or materials required to perform the work under this contract, the offered price above shall be equitably adjusted, and this contract shall be modified in writing accordingly by a change order to be signed by the parties.

In the event this Agreement is canceled by either party, Owners will be liable for payment of any restocking fee(s) for any stock material(s) received or ordered by the Contractor prior to the cancelation date and subsequently returned to the material supplier(s).

The Owners acknowledge and agree that Contractor cannot order any materials or start work related to a change order unless the change order has been executed by Owners and therefore any delays by Owners in executing a change order can adversely affect the progress of the Work. In the event the Contractor does not receive a change order executed by Owners within two (2) days of the issuance of the change order, then Contractor shall have the option to either (1) stop all Work until Owners execute the change order; (2) continue the Work but without doing any work related to the change order; or (3) terminate the Agreement upon ten (10) days written notice to Owners.

Payment shall be made as follows: ONE THOUSAND, TWO HUNDRED dollars ($1,200.00) down at contract acceptance, and balance in full upon substantial completion of project. Payment of any and all in-progress draw requests and final billing shall be due in full upon presentation of invoicing statement or, if submitted via U.S. mail, within ten (10) days of billing date.

SPECIAL ORDER MATERIALS ARE NON-STOCK ITEMS THAT CANNOT BE RETURNED ONCE ORDERED BY CONTRACTOR. Any special order materials for the project are listed on Exhibit "A" which is made a part of the Contract, and the agreed to payment terms are as follows: When Contractor orders the materials, Owner shall pay the entire amount of special order materials in addition to the deposit already received. Owner acknowledges that special order materials cannot be returned once ordered by Contractor and Owner is solely responsible for the cost of the materials whether or not they are used for the Project. If the Contract is canceled for any reason, the cost of special order materials will not be refunded by Contractor and the materials will be given to Owner. The special order materials will not be ordered before expiration of the Owner's 3-day Right of Cancellation.

RESTORE 'N' MORE will use best efforts to match existing finishes and materials. However, Contractor does not guarantee an exact match due to such factors as discoloration from aging, a difference in dye lots, and the difficulty of exactly matching certain finishes, colors, and surfaces.

RESTORE 'N' MORE shall not be held liable for any claim involving hazardous materials in the existing building. If we encounter hazardous materials in the course of the project, we will cease work and the Owner will be responsible for hiring a professional to remove such material at Owner's expense. Owner shall pay RESTORE 'N' MORE for percentage of work completed as of date work ceases. Payment shall be made within fifteen (15) days of date work ceases. RESTORE 'N' MORE shall not be penalized for construction time delays caused by hazardous materials abatement processes. This clause also includes hazardous materials encountered during excavation.

Owner shall not allow work to be performed by any other contractors, subcontractors, laborers, craftsmen, distributors, or other persons on this project or the site except as provided by Contractor, pursuant to the terms of this Agreement until Contractor has completed all of the work and has been paid in full, absent Contractor's written consent.

Contractor shall not be responsible for any losses resulting from any negligent acts or omissions by Owners or any tradesmen hired directly by Owners.

As of the date of RESTORE 'N MORE's execution of this contract, the following subcontractors (and sub-subcontractors) are expected to work on this project:
NOT APPLICABLE

Performance or completion of any subsequent change orders to work above contracted will not affect the payment terms of this contract. All change orders must be in writing and signed by Owner and Contractor. Owner shall remit payment as specified above. Payment of any statement is due when the statement is rendered. If the contract calls for payment upon "substantial completion", RESTORE 'N' MORE shall determine when substantial completion has occurred, and shall render a statement for the balance due less RESTORE 'N' MORE's estimated cost of completing any unfinished items. When any item is finished, RESTORE 'N' MORE may render a statement calling for the payment of the actual cost of completing the item (not to exceed the estimate) which statement Owner shall pay in accordance with the terms of this paragraph. RESTORE 'N' MORE shall render a final statement at the completion of all open items, at which time any remaining balance shall be paid by Owner. **Owner shall pay interest on any principal balance not paid within fifteen (15) business days of the date of any statement at the rate of 18% per year, calculated on a per day basis from the statement date, until the balance is paid in full.** RESTORE 'N' MORE reserves the right to refer the collection of any balance not paid when due to an attorney. Any payments received more than fifteen (15) business days after any statement date shall be applied first to interest, and then to the principal balance due.

As of the date of Contractor's execution of this contract, Contractor maintains the following amounts of general liability insurance:

Personal Injury: $1,000,000
Property Damage: $1,000,000

Contractor may reduce the amount of insurance covering personal injury and property damage during the entire project to an amount not less than $50,000, in which event Contractor will notify Owner in writing within ten (10) days following any such change.

Contractor shall be responsible for initiating, maintaining, and supervising all safety precautions and programs at the Property.

Contractor shall be responsible for taking all reasonable precautions for the safety of, and shall take all reasonable steps to prevent damages, injury or loss, to:

a. All employees performing the work thereon; and

b. All of the Work and all materials and equipment to be incorporated therein, whether in storage or on or off the site, and in the care, custody or control of Contractor, or any of his subcontractors, or sub-subcontractors, and other property on the site or adjacent thereto, including trees, shrubs, lawns, barns, sheds, lots, pavements, roadways, construction, and utilities not designated for removal, relocation, or replacement in the course of the work.

Because site conditions may be hazardous, Contractor strongly suggests that Owner does not visit the job site. If Owner, Owner's representative(s), Owner's other contractor(s), or Owner's family or invitees do visit the site, it is at Owner's risk. Contractor shall NOT be held responsible for any injury up to and including death.

Within three (3) days following substantial completion of the project, Owner shall review the work for the purpose of compiling one list of items that need touch-up, correction, or adjustment. Upon completion of the punchlist items on that one list, all remaining funds held by Owner shall be paid immediately to Contractor. In the event Owner discovers other items that were overlooked that would otherwise have appeared on the punchlist, such items shall be treated as warranty items and shall not be the basis to deny final payment.

Contractor reserves the right to repair or replace any deficiencies in its work, both during the construction process and thereafter. Failure of Owner to provide Contractor with an opportunity to repair or replace such deficiencies shall excuse Contractor from any obligation to pay for repairs or replacements incurred by Owner.

If your home was built prior to 1978:
You, the Owner, acknowledge that RESTORE 'N MORE has provided you with a copy of the EPA pamphlet titled " Renovate Right: Important Lead Hazard Information for Families, Child Care Providers and Schools " in compliance with the Pre-Renovation Lead Information Rule (TSCA §406(b)) at least seven (7) days prior to commencing renovations to your property. Owners shall execute the Pre-Renovation Form as confirmation of the receipt of the above referenced pamphlet.

You, the Owner, agree to provide RESTORE 'N MORE with copies of all information from any previously conducted lead testing at your property prior to the start of the work on the project.

Owners agree that each individual owner will have the authority and right to bind all other owners with respect to this project. Therefore, only one (1) signature is required on any change orders, authorization for payment, or other documents requiring a signature for the duration of the project.

You, the Owner, may cancel this transaction at any time prior to midnight of the third business day after the date of this transaction. See the attached Notice of Right of Rescission for an explanation of this right. The public access telephone number for the Pennsylvania Attorney General's Office of Consumer Protection is 1-888-520-6680.

pe text here

ARBITRATION.

ALL CLAIMS, DISPUTES, AND OTHER MATTERS OR QUESTIONS ARISING OUT OF OR RELATING TO THIS AGREEMENT SHALL BE DECIDED BY ARBITRATION IN ACCORDANCE WITH THE CONSTRUCTION INDUSTRY ARBITRATION RULES OF THE AMERICAN ARBITRATION ASSOCIATION THEN APPLICABLE UNLESS THE PARTIES MUTUALLY AGREE OTHERWISE. THIS AGREEMENT TO ARBITRATE WILL BE SPECIFICALLY ENFORCEABLE UNDER THE PENNSYLVANIA ARBITRATION LAW. THE AWARD RENDERED BY THE ARBITRATOR SHALL BE FINAL AND BINDING AND JUDGMENT MAY BE ENTERED UPON IT IN ACCORDANCE WITH THE APPLICABLE LAW IN ANY COURT HAVING JURISDICTION THEREOF. THE PARTIES AGREE THAT THE FACTS OF THE DISPUTE BETWEEN THE PARTIES, THE RELATED DOCUMENTS AND THE ARBITRATOR'S DECISION *[ARE/ARE NOT]* TO BE KEPT CONFIDENTIAL.

The parties agree to be bound by the foregoing arbitration clause:

Contractor

Owner

Owner

Date: 1-07-26

Date:

Owner's signature below shall serve as acknowledgment and receipt of a fully executed copy of this contract.

Respectfully submitted,

Date of Acceptance_____

By Donald L. Delp, President, for:
RESTORE 'N' MORE, INC.

By_____

By_____

NOTE: This proposal shall be invalid if not received, with any required down payment, at our offices by February 6, 2026.

NOTICE OF RIGHT OF RESCISSION
(Client's copy – Please retain)

Notice to customer required by Federal law:

You have entered into a transaction on _____, 2026, which may result in a lien, mortgage, or other security interest on your home. You have a legal right under Federal law to cancel this transaction, if you desire to do so, without any penalty or obligation within three business days from the above date or any later date on which all material disclosures required under the Truth in Lending Act have been given to you. If you so cancel the transaction, any lien, mortgage, or other security interest on your home arising from this transaction is automatically void. You are also entitled to receive a refund of any downpayment or other consideration if you cancel. If you decide to cancel this transaction, you may do so by notifying

RESTORE 'N MORE, INC.
PO BOX 128
MANHEIM, PA 17545-0128

by mail or telegram sent not later than midnight of _____, 2026. You may also use any other form of written notice identifying the transaction if it is delivered to the above address not later than that time. This notice may be used for that purpose by dating and signing below.

I hereby cancel this transaction.

_____, 2026 Signed by_____

EFFECT OF RESCISSION:
When a customer exercises his right to rescind under paragraph (a) of this section, he is not liable for any finance or other charge, and any security interest becomes void upon such rescission. Within 20 days after receipt of a notice of rescission, the creditor shall return to the customer any money or property given as earnest money, downpayment, or otherwise, and shall take any action necessary or appropriate to reflect the termination of any security interest created under the transaction. If the creditor has delivered any property to the customer, the customer may retain possession of it. Upon the performance of the creditor's obligations under this section, the customer shall tender the property to the creditor, except that if return of the property in kind would be impracticable or inequitable, the customer shall tender its reasonable value. Tender shall be made at the location of the property or at the residence of the customer, at the option of the customer. If the creditor does not take possession of the property within 20 days after tender by the customer, ownership of the property vests in the customer without obligation on his part to pay for it.

NOTICE OF RIGHT OF RESCISSION
(Return this copy to company if exercising right)

Notice to customer required by Federal law:

You have entered into a transaction on _____, 2026, which may result in a lien, mortgage, or other security interest on your home. You have a legal right under Federal law to cancel this transaction, if you desire to do so, without any penalty or obligation within three business days from the above date or any later date on which all material disclosures required under the Truth in Lending Act have been given to you. If you so cancel the transaction, any lien, mortgage, or other security interest on your home arising from this transaction is automatically void. You are also entitled to receive a refund of any downpayment or other consideration if you cancel. If you decide to cancel this transaction, you may do so by notifying

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21 S. Church before shutter fell off



21 S Church. Shutter falling / was removed for safety.



Re: Vixen Hill Home Products / Shutter Quote

From andrea vixenhill.com <andrea@vixenhill.com>
To Jennifer Fink, Esq. <j.fink@finklawoffices.com>
Date 2025-12-31 10:22 am
Priority Highest

SHUTTER QUOTE.pdf (~13 MB) 2026_Shutter Catalog.pdf (~6.2 MB)

Good morning Jennifer,

Attached please find the requested quote for (8) pairs / (16) individual shutters, along with the following information:

- technical drawings of each style and size
- hardware specifications
- images of the stile and construction
- shutters will have a rabbet beaded edge
- the paint will be Sherwin Williams #7069 Iron Ore



Please let me know if I can be of further assistance - thank you!

Kindly,
Andrea

Andrea Beringer
Vixen Hill Home Products / Office Manager
(610)-286-0909
VixenHill.com

Vixen Hill



From: andrea vixenhill.com <andrea@vixenhill.com>
Sent: Tuesday, December 30, 2025 3:50 PM
To: Jennifer Fink, Esq. <j.fink@finklawoffices.com>
Subject: Re: Vixen Hill Home Products / Shutter Quote

Jennifer,
I received your information and will put a detailed quote with technical drawings together, which will also include specifications of the hardware quoted. This should be everything required for submittal to the HARB.

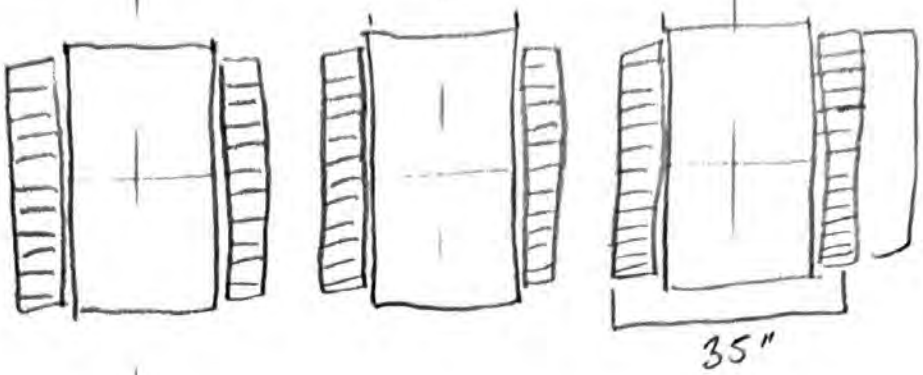
You will have the above tomorrow morning - thank you!

Kindly,
Andrea

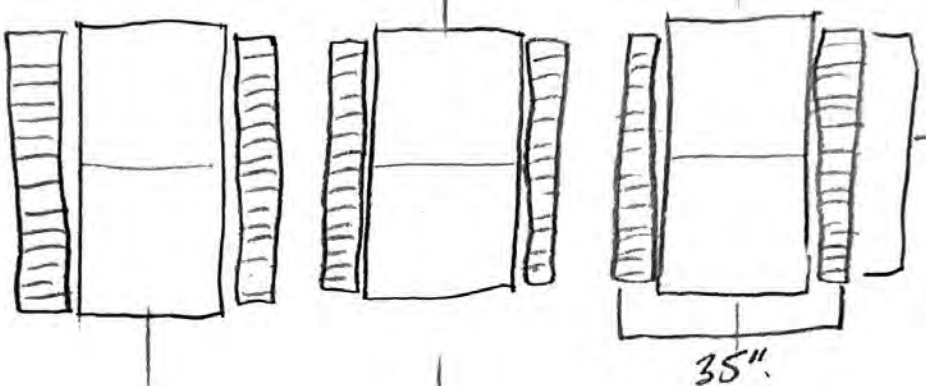
Andrea Beringer
Vixen Hill Home Products / Office Manager
(610)-286-0909

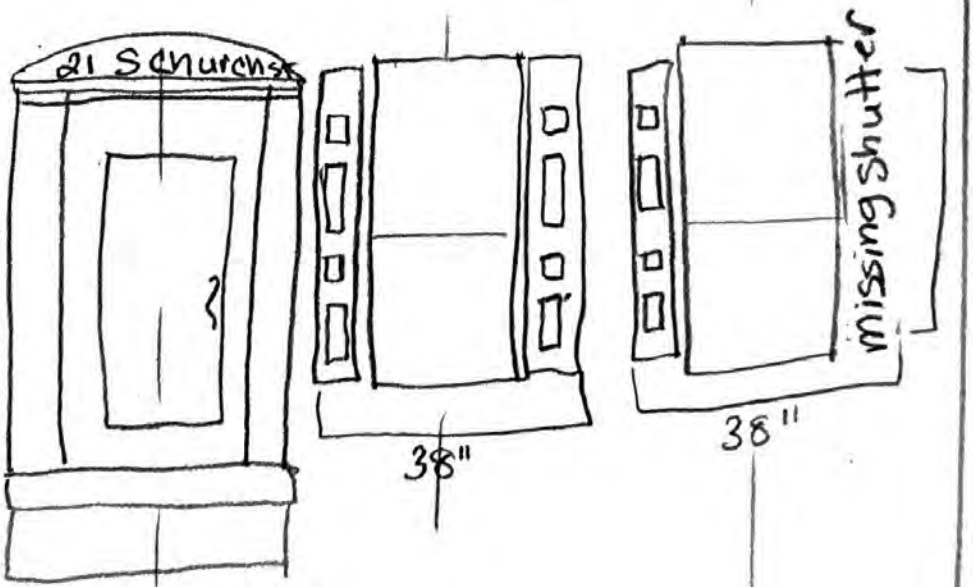
Current site

Same measurements for all 3



Same measurements for all 3

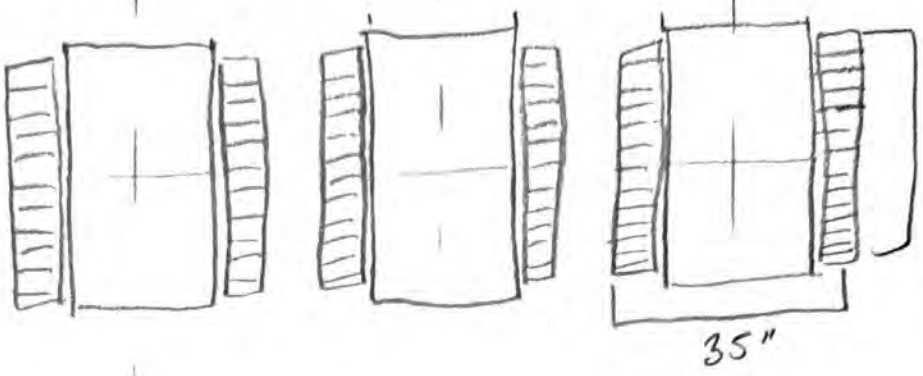




aPP

Same measurements for all 3

See attached for addition measurements

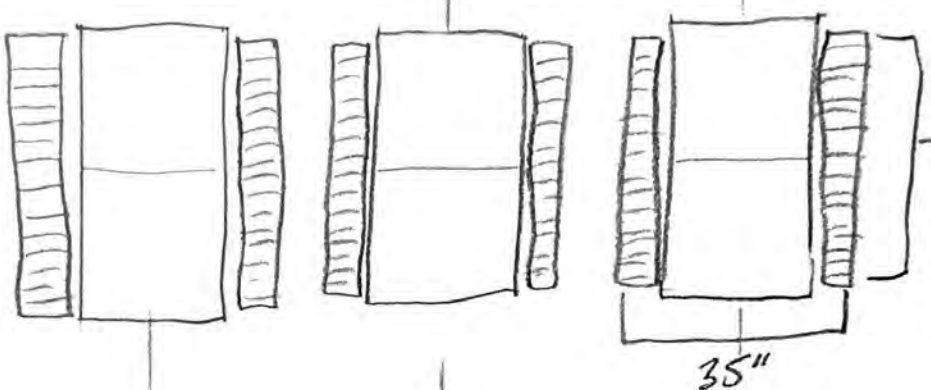


58 1/4

60/40 Louvered style

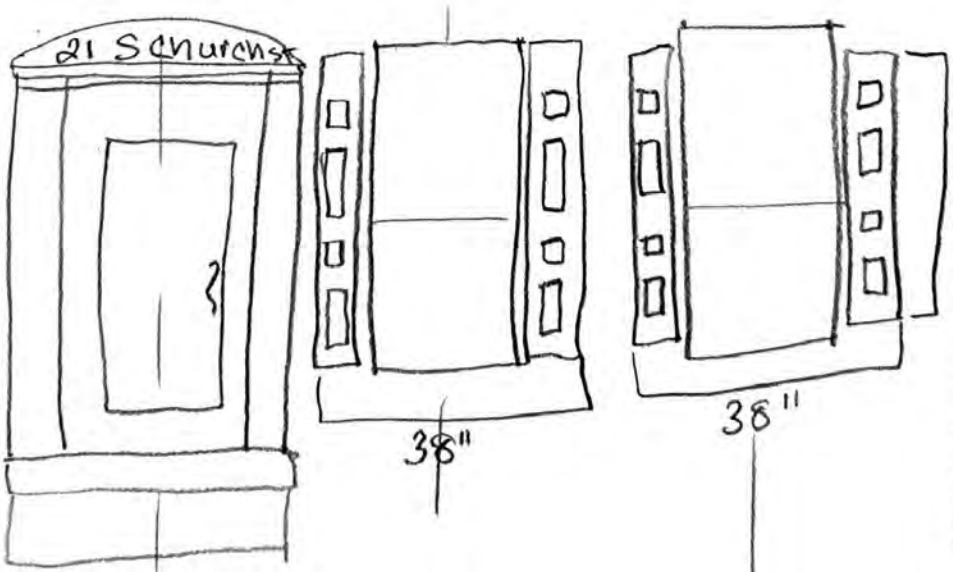
Same measurements for all 5

See attached for additional measurement



58 1/4

60/40 Louvered style



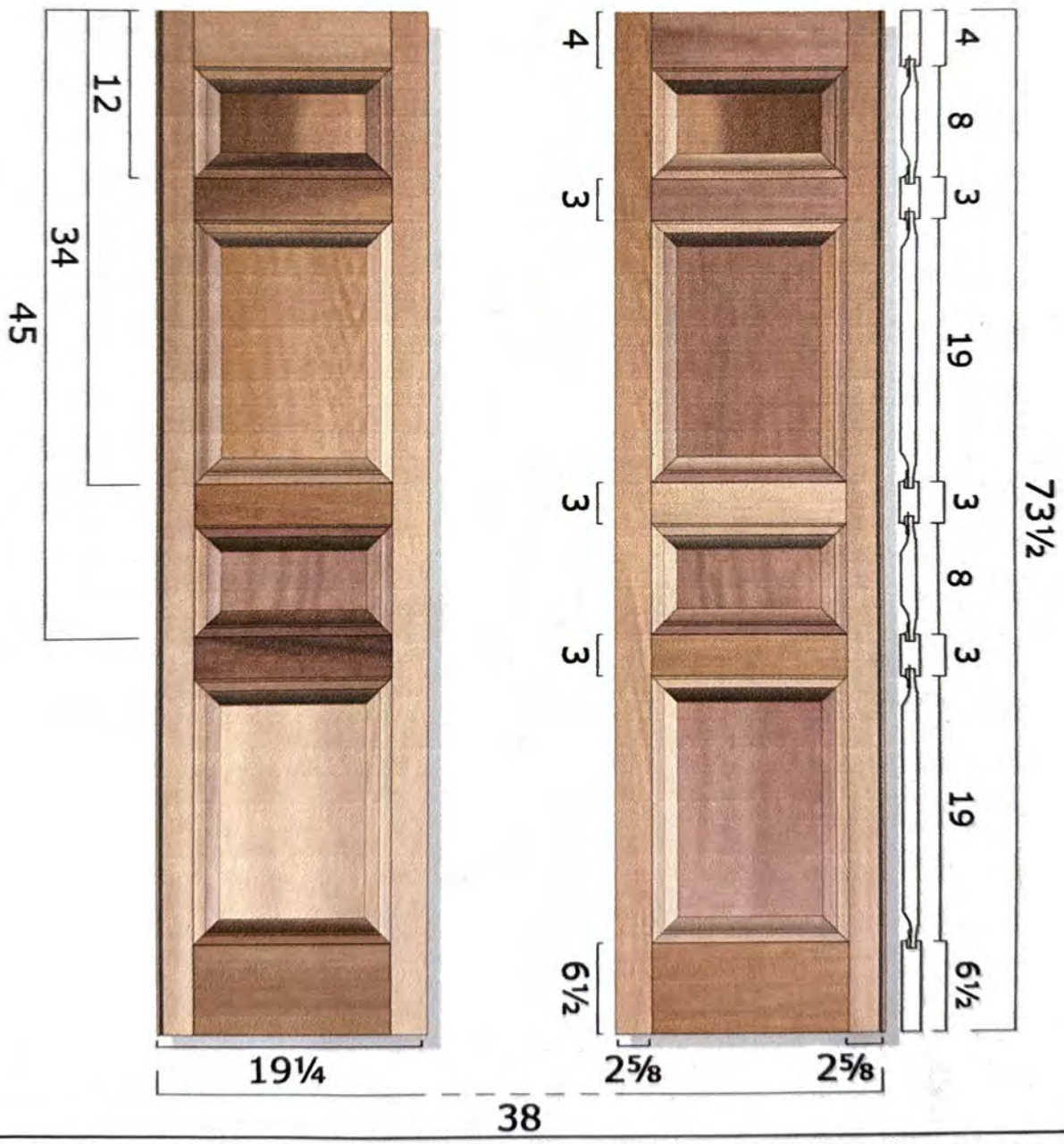
Beaded overlap Rabbet

73 1/2"

I accept and authorize the dimensions as shown.

Signature Required: Date:





Vixen Hill

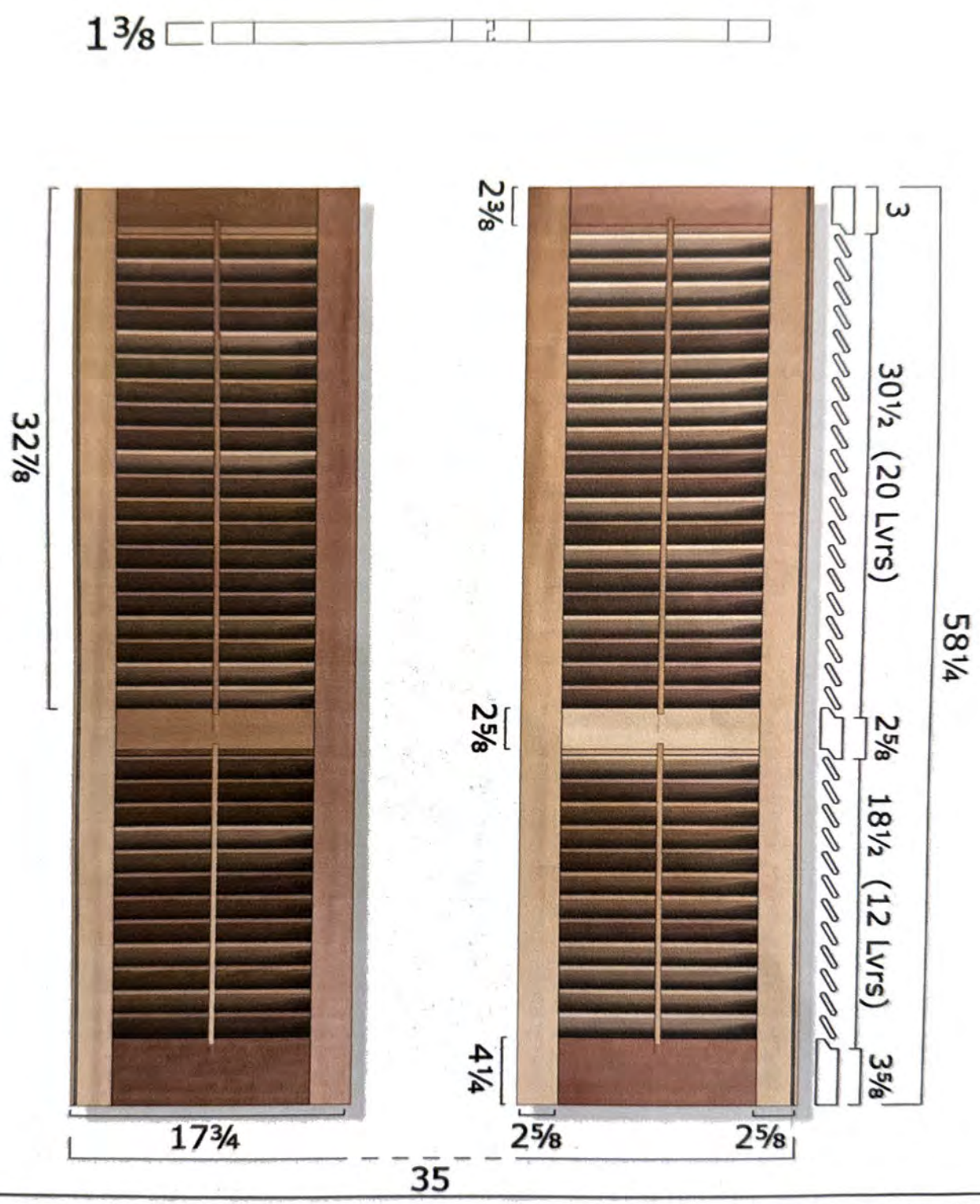
SHUTTER SPECIFICATIONS
CUSTOMIZED STYLE
Beaded Overlap Rabbet

38" X 73½"

Shutter Department 12|31|2025

I accept and authorize the dimensions as shown.

Signature Required: Date:



Vixen Hill

SHUTTER SPECIFICATIONS

60/40 LOUVERED STYLE

2" Wide Blade Louvers, False Tilt Rods, Beaded Overlap Rabbet

35" X 58 1/4"

Shutter Department 12/31/2025

Vixen Hill

Vixen Hill Cedar Shutters

It's all about the materials. Vixen Hill does not use random lumber yard picks and varied species. The Vixen Hill process begins with hand selecting the finest Western Red Cedar from British Columbia. Our private lumber mill saws cedar tree-trunk cants for the clearest, tightest vertical grains. Air-dried for six months, the cedar is then precision milled to military standards and assembled into finished products. It's the world's finest Western Red Cedar and is rot and insect resistant while offering the highest strength to weight ratio of almost any wood.



Cedar Sustainability and the Environment

Wood is the only major building material that is renewable - a reason why Canada's forest base is still abundant after 150 years of harvesting. For every Western Red Cedar that's harvested, at least 3 are planted. Lumber producers have been replacing harvested trees so diligently over the last few decades that North American forests have actually grown by 20% since 1970.

Wood is durable, allowing it to last for a very long time. Churches in Norway and temples in Japan have lasted over a thousand years. In North America, there are many examples of historic wood buildings from the 16th century that are still standing. Even the foundation of the Empire State Building rests on wood piles. In fact, wood not only lasts, but there are many examples of new buildings that have used wood reclaimed from decommissioned buildings.

Wood products require much less energy to produce than composites, concrete or steel – that's according to an independent study that compared how much energy is needed to obtain, manufacture, transport and install building materials for identical wood frame, steel frame and concrete houses. These findings prove, once and for all, that wood is environmentally superior to alternative materials. And on top of that, wood has naturally occurring thermal properties. It conducts heat and insulates better than steel and concrete, so it saves even more energy (not to mention money) when it comes to heating and cooling homes.

Building with Cedar actually helps reduce greenhouse gasses. Cedar, along with other wood products, has the lowest impact of all building materials on air and water quality. For starters, the manufacturing of wood products produces far fewer toxins and greenhouse gases than the leading man-made materials. But it gets better than that; the regeneration of forests after harvest creates new trees, which take in carbon dioxide and release oxygen as they grow. That's great news for the environment.

Western Red Cedar is recyclable and biodegradable. Man-made materials—including brick, cement and composite products—don't break down like wood does once it's discarded.

Western Red Cedar is green by nature, but certification is a bonus for consumers looking for an added assurance. More than 85 percent of timberland in British Columbia, Canada—where most western red cedar comes from—is certified by internationally recognized, independent forest certification agencies.

Discover the Western Red Cedar Advantage

We take pride in crafting shutters from **clear vertical grain Western Red Cedar**, sustainably sourced from Vancouver Island. Here's why Western Red Cedar shutters are the perfect addition to your home:

A Better Choice than Mahogany Shutters

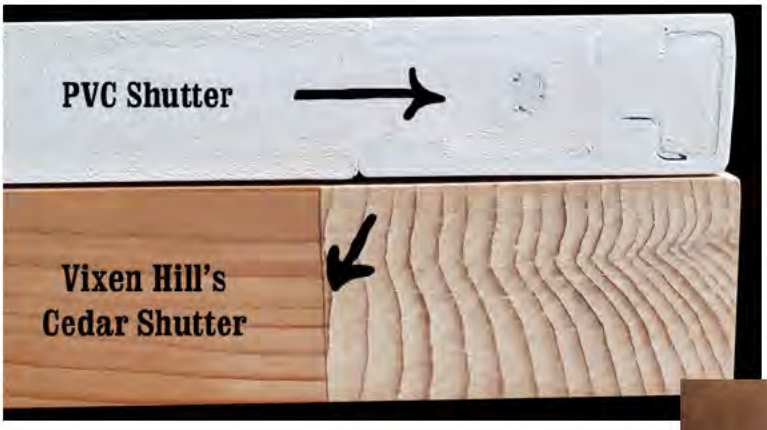
Weight and Workability: Western Red Cedar is lighter and easier to handle and install compared to the heavier and denser mahogany. This makes cedar ideal for intricate designs and large-scale installations. The weight of Mahogany can cause a shutter to sag over time, pulling the joints apart, and becoming unsightly.

Natural Durability: While both woods are durable, Western Red Cedar's natural oils and tannins offer superior resistance to rot and insects without requiring chemical treatments. Mahogany demands regular sealing for comparable performance.

Stability: Cedar's dimensional stability ensures resistance to warping, twisting, or shrinking, even in extreme conditions. Mahogany is more susceptible to these issues without careful treatment.

Sustainability: Cedar sourced from Vancouver Island minimizes environmental impact, while mahogany, being sourced from tropical regions, raises concerns about deforestation and higher transportation emissions.

Cost-Effectiveness: Western Red Cedar offers a more affordable alternative with comparable beauty and performance, making it a practical and sustainable choice.



A Better Choice than Composite Shutters

Authenticity: Western Red Cedar provides unmatched natural beauty, with rich grain patterns and warm tones. Composites attempt to mimic wood but cannot replicate its genuine charm.

Durability: Cedar's natural rot and insect resistance surpass the weather resistance of composites, which may crack, fade, or degrade over time.



Structural Integrity: Our pegged mortise and tenon joinery ensures mechanical strength and longevity, unlike composites that rely on glued joints susceptible to failure.

Sustainability: Cedar is renewable, biodegradable, and eco-friendly, while composites are synthetic and not biodegradable, raising environmental concerns.

Thermal Properties: Cedar's natural insulation outperforms composites, offering better energy efficiency for your home.

Maintenance: Western Red Cedar can be refinished or repaired, extending its lifespan, while composites often require full replacement if damaged.

Superior Joinery: Pegged Mortise and Tenon vs. Glued Assembly

At Vixen Hill, we assemble our shutters using traditional **pegged mortise and tenon joints**, a time-tested woodworking technique that offers unparalleled strength and reliability. Here's why our joinery outperforms glued composite assemblies:

Mechanical Strength: Pegged mortise and tenon joints create a physical bond that doesn't rely on adhesives, ensuring stability even under stress or shifting temperatures.

Durability: Unlike glue, which can degrade over time or fail, our joints remain solid for decades.

Craftsmanship: This traditional joinery technique reflects superior craftsmanship and attention to detail, adding value and authenticity to your shutters.

Environmental Advantage: Avoiding adhesives means fewer synthetic chemicals in your home, aligning with our commitment to sustainability. In contrast, composite shutters rely on glued assembly, which is more susceptible to joint failure, especially in fluctuating climates. By choosing our pegged mortise and tenon joinery, you invest in shutters that are built to last.

Low Maintenance, High Reward

With minimal care, Western Red Cedar shutters will last for decades. Apply a stain or finish to protect their natural beauty, or let them weather into a stunning silver-gray patina for a rustic look.



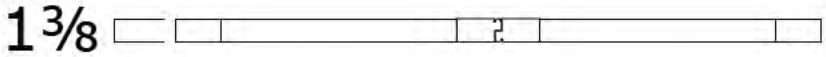
Let's Transform Your Home

Upgrade your home's exterior with shutters that combine unmatched performance, beauty, and sustainability, and discover how Western Red Cedar can elevate your property's curb appeal.



I accept and authorize the dimensions as shown.

Signature Required: Date:





Vixen Hill

SHUTTER SPECIFICATIONS

CUSTOMIZED STYLE

Beaded Overlap Rabbet

38" X 73½"

Shutter Department 12/31/2025

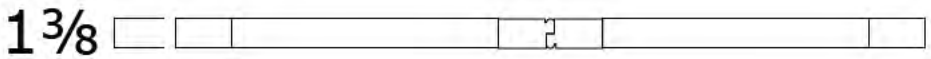


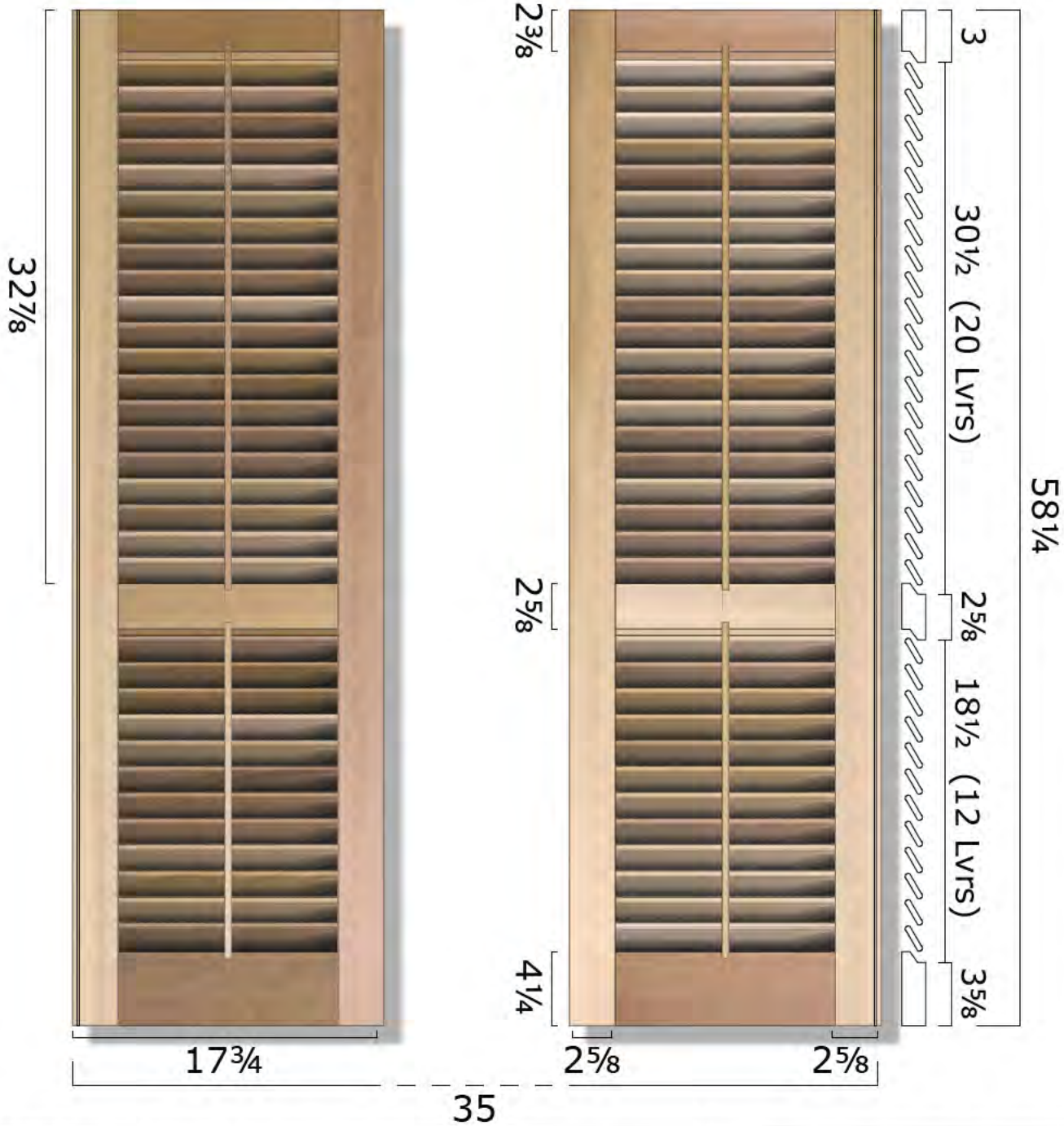
Raised Panel Ogee Trim

I accept and authorize the dimensions as shown.

ARP

Signature Required: Date:





Vixen Hill

SHUTTER SPECIFICATIONS

60/40 LOUVERED STYLE

2" Wide Blade Louvers, False Tilt Rods, Beaded Overlap Rabbet

35" X 58¼"

Shutter Department 12/31/2025

Vixen Hill Construction

what sets us apart !







Mortis & Tenon Joinery

Vixen Hill Construction

what sets us apart !





Rabbet & Rabbet with Beading

Vixen Hill

69 East Main St / P.O. Box 389, Elverson, PA 19520
Ph. 610-286-0909

The world's finest handcrafted Western Red Cedar shutters. Proudly made in the USA.

Quote	Issued Date	Valid Until	Estimated Lead Time	Shipping Method	Quoted By
QUO18941	12-31-2025 10:07 AM	01-31-2026	approx. 8-9 weeks	VH Truck	Andrea Beringer andrea@vixenhill.com

Billing Address	Shipping Address
Jennifer Fink Fink Residence 21 S. Church Street West Chester, PA 19382 +1610-410-0099 PO #: Job Name:	needed West Chester, PA 19380

Item Name	Quantity	List Price	Total
Pair of Shutters: W 38.000 in, H 73.500 in, Paneled, Painted, TC0200000 Layout: Custom with 4 openings, Traditional panel, Outer Beading & Rabbet, Custom Left Stile Width: 2.6250 in, Custom Right Stile Width: 2.6250 in, Custom Top Crossrail Height: 4.0000 in, Custom Midrail 1 Height: 3.0000 in, Custom Midrail 2 Height: 3.0000 in, Custom Midrail 3 Height: 3.0000 in, Custom Distance from Top to beginning of Midrail 1: 12.0000 in, Custom Distance from Top to beginning of Midrail 2: 34.0000 in, Custom Distance from Top to beginning of Midrail 3: 45.0000 in, Custom Bottom Crossrail Height: 6.5000 in (2) pairs / (4) individual shutters Western Red Cedar #1 Grade vertical grain, painted: Sherwin Williams #7069 Iron Ore (Sheen = Semi-gloss OR Eggshell ?)	2	1,562.51 *Discount: 0 (0 %)*	3,125.01

SIGNATURE REQUIRED: _____

Traditional Ogee Trim Upcharge applies to each pair with trim	2	15.00 *Discount: 0 (0 %)*	30.00
Custom Layout Fee Upcharge applies to each pair requiring customized cross-rails and layout	2	75.00 *Discount: 0 (0 %)*	150.00
Pair of Shutters: W 35.000 in, H 58.250 in, Louvered, Painted, 00C200R06 Layout: Top 60/40 Bottom, Louvers: 2 in, Outer Beading & Rabbet, (6) pairs / (12) individual shutters Western Red Cedar #1 Grade vertical grain, painted: Sherwin Williams #7069 Iron Ore (Sheen = Semi-gloss OR Eggshell ?) Note: We will send a draw-down of this color for approval !	6	1,235.93 *Discount: 0 (0 %)*	7,415.59
False Tilt Rods Upcharge applies to each pair with this detail Note: rods are not attached, and are a little longer than the opening, cut on-site to the desired length!	6	30.00 *Discount: 0 (0 %)*	180.00
Outer Stile Beading Upcharge applies to each pair with this decorative detail	8	35.00 *Discount: 0 (0 %)*	280.00
Overlapping Rabbet Upcharge applies to each pair with this edge detail	8	35.00 *Discount: 0 (0 %)*	280.00
Universal Hinge Kit Kit Includes Lag Mount Pintles and 3/4" Offset L-Hinges	8	146.00 *Discount: 233.60 (20.00 %)*	934.40
EHC 12" Slide Bolt - Heavy Duty Gal Carbon Steel EHBCS, Galvanized Carbon Steel, Finish: Black Powder Coat Width: 3 1/4" Throw Height: 8" x 2" Bolt Length: 12" Diameter: 3 1/4" Throw	8	48.00 *Discount: 76.80 (20.00 %)*	307.20
JW Flower Shutter Dog Lag #35L (2/set) 088259, Cast iron, powder coated black Weight 1.5 lbs Dimensions 4.25 in	8	35.00 *Discount: 56.00 (20.00 %)*	224.00
JW Ring Pulls - Screw (2/set) (SKU:# 088449) Cast Iron	8	10.00 *Discount: 16.00 (20.00 %)*	64.00
		Items Total	12,990.21
		Discount (0%)	0.00
		Shipping & Handling Charges	215.00
		Pre Tax Total	13,205.21
		Tax (6.00%)	779.41
		Shipping & Handling Tax total amount (6.00%)	12.90

SIGNATURE REQUIRED: _____

	Credit Card Processing Fee (4%)	0.00
	GRAND TOTAL($)	**13,997.52**
	Payment Terms	50% deposit + balance due before shipping
NOTE: 4% processing fee for credit card payments	Minimum Amount Due	6,998.76

Description & Notes
This product would be delivered in our company truck to avoid the risk of damage, provide a flexible schedule and assistance to unload.

SIGNATURE REQUIRED: _____

Terms and Conditions

1. **Dimensional / Style Accuracy:** Vixen Hill Home Products will manufacture cedar shutters per the specifications on the approved proposal only, regardless of any attachments, drawings, purchase orders or blueprints that are provided unless specifically referenced and attached on the original authorized quote. All width dimensions designated on the approved proposal represent the shutter pair width *(pair width of 40" = 2 individual shutters @ 20" each).* Dimensions are nominal; tolerances are (+/-) 1/8" for length and width and (+/-) 1/16" for thickness. It is the customer's responsibility to verify the dimensional information contained in the quote is accurate. Wood is a natural material and our products are handmade, therefore resulting in some minor variations in the dimensions between the actual shutter and the quote / dimensional drawings. The right is reserved to make changes, both in design and specification of certain items of our products, as in our opinion, will improve the same.
2. **Payment:** All shutter orders require a 50% deposit at placement of order with the balance due prior to shipping (three business days prior to shipping if payment is made by a personal check). Hardware only orders must be prepaid in full at the time the order is placed. Acceptable forms of payment include all major credit cards, checks and wire transfers. Due to the custom nature of our products, once a shutter order or hardware order has been received, it cannot be canceled. The customer is responsible for the full cost of the order as detailed on the original authorized proposal. Vixen Hill Home Products will not accept dimension or style changes to an order after the order has been approved by the customer and submitted to Vixen Hill Home Products. Change orders, if accepted, will be billed accordingly based on the scope of the change and will require pre-approval. Should a cancellation be approved, a 10% processing fee will be collected from the original deposit.
3. **Custom Color Matching:** Shutter orders that include Custom Color Matching will be produced upon receipt of all standard paperwork with the exception of the "custom color approval forms ". A custom color may be selected by brand name and paint code or by sending us a physical color sample. Once received the estimated shipping of the entire order is based on our Custom Color Matching process.
4. **Order Abandonment:** All orders require the full balance of payment prior to being shipped unless other arrangements have been made to allow for C.O.D. If payment is not received when the order is ready to ship, it will be held and good faith efforts to receive final payment will be made. After 60 days, Vixen Hill Home Products will mail a formal letter (with return receipt) to the address on file which will serve as the final notification; it will contain a remittance deadline of no later than 90 days from the original shipment date. If the order remains unpaid for more than 90 days, we will consider your order abandoned. All abandoned orders will result in the forfeit of any initial deposits and the shutter order will be liquidated. If special requirements need to be made, you must contact Vixen Hill Home Products as early as possible to make necessary arrangements. The granting of special arrangements is not guaranteed, and each request is reviewed on a per-order basis.
5. **Taxes and Other Charges:** All Taxes (sales tax, use tax, any tax, fees or charges) shall be paid by the Buyer along with the price quoted or invoiced. Should the Buyer have a Tax-Exempt Status, Buyer shall provide Vixen Hill Home Products at the time the contract is submitted, an exemption certificate or other document acceptable to the authority imposing the tax, fee or charge. Failure to provide acceptable documentation will result in the collection of any tax, fee or charge as stated in this clause. The sales tax listed in this quote is an Estimated Sales Tax. Final Sales Tax will be calculated and applied at time of shipment and may vary from amount listed on this quote.
6. **Ship Date:** The ship date discussed during the formation of this quote is an estimate. Ship date calculations are based upon the submission date of the completed order and the production schedule at that time. No order will be released into production until all required paperwork is fully executed and submitted to Vixen Hill Home Products for processing, EXCEPT "custom color approval forms" when applicable. Vixen Hill Home Products shall not be liable for any delay or failure to perform its obligations hereunder, due to but not limited to, any strikes, lockouts, secondary boycotts, labor organization stoppages and harassments, damages caused by fire, lightning, earthquake, other natural disasters, or other casualty and any other conditions beyond the control of Vixen Hill Home Products. On rare occasions there may be delays caused by out-of-stock materials or temporary factory overload. Vixen Hill Home Products will not be held responsible for any consequential charges incurred in the event of a late shipment and strongly recommends that the customer do not schedule any installation services until notification has been received from Vixen Hill Home Products that your order has shipped. Customer's Request to Delay Shipment: To delay the shipment of the order, we require notification in writing at least 14 days prior to the agreed upon ship week. A failure to do so will resulting in a storage fee of $20 per day (starting 5 days from the scheduled ship date), and the balance payment will still be required at the time of the original ship week.
7. **Inspecting Delivery: It is the customer's responsibility to open and inspect the entire shipment immediately upon delivery, regardless of when the product is to be installed.** Upon delivery, the customer must inspect the order to determine if there is any damage. If damage is found immediately during the unloading, customer should mark the damages on the 'bill of lading' *(delivery receipt)* that there is possible damage to the shutters. Vixen Hill Home Products will not be responsible for any concealed damage that is discovered beyond three (3) days from original 'delivery receipt' under any circumstances. Customer shall retain all original packaging including crate or skids until the customer has accepted the inspected order without any defects. Should the shutters need to be returned to Vixen Hill Home Products and the customer no longer has the packaging, the customer will be charged for the replacement of these items.
8. **Storage**: Vixen Hill Home Products is not responsible for any damage to, or failure of, the finish , including but not limited to peeling or flaking, due to storage of product, with or without factory packaging materials, prior to installation.
9. **Returns**: **Shutters:** shutters are not returnable for any reason due to their custom nature. **Hardware:** All hardware returns must be pre-approved and have a return authorization number issued by Vixen Hill Home Products. To arrange for hardware to be returned please call (610)-286-0909. Custom hardware or discontinued hardware is not returnable for any reason. Hardware must be returned in its original new, resaleable, condition and packaged in the original carton and packing materials within 30 days of receipt for a refund which excludes shipping. A 25% restocking fee will apply to accepted returns.
10. **Arbitration**: In order to insure the equitable, efficient and cost-effective resolution of any disputes, claims or controversies that may arise or stem from this purchase transaction, the parties to this transaction, hereby agree that, at the sole election of Vixen Hill Home Products any and all such disputes, claims or controversies shall be resolved exclusively by binding arbitration under the following rules:

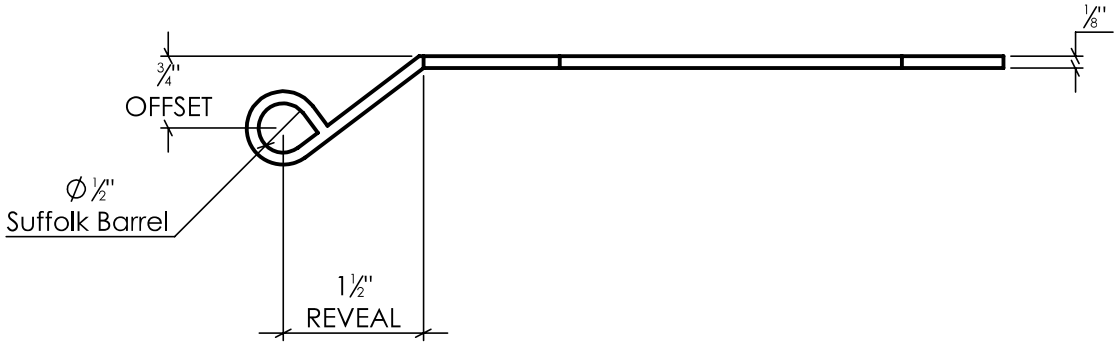
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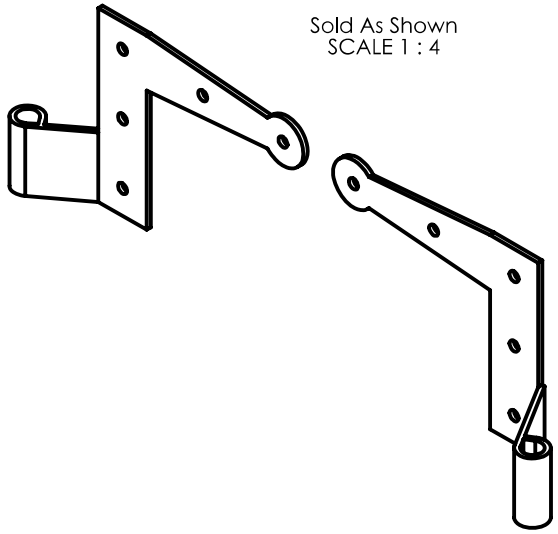
EHLR075

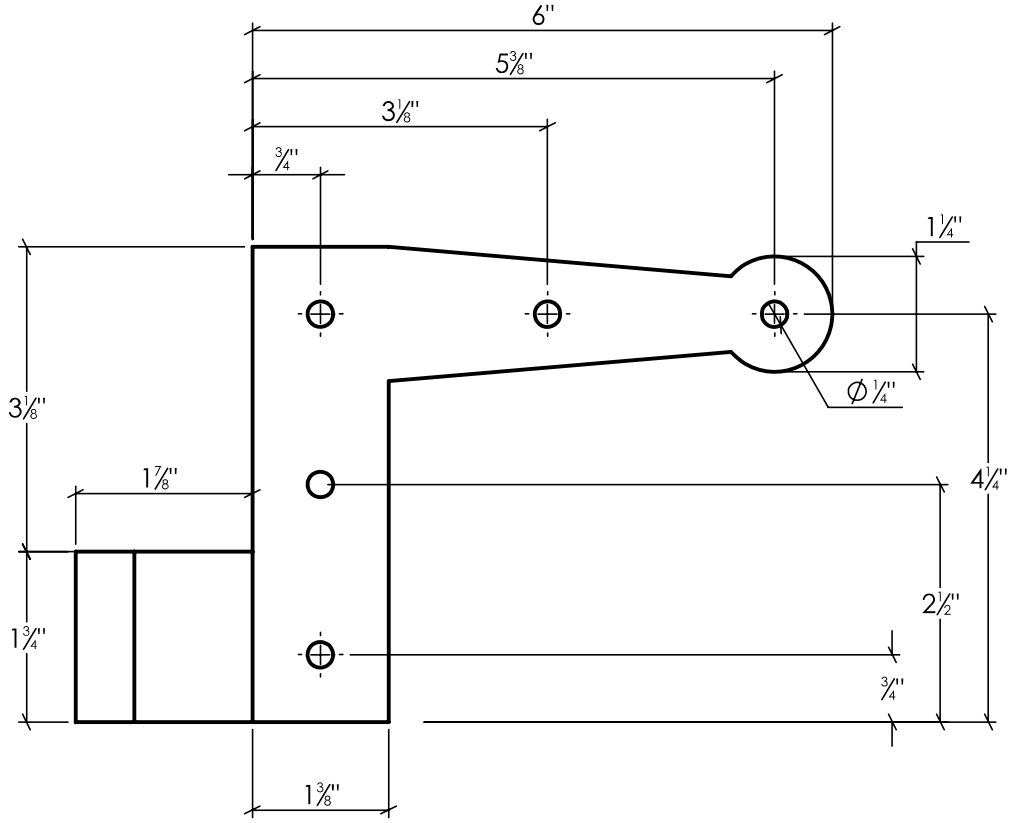
Suffolk Style "L" Hinge - 3/4" Offset
Carbon Steel, Galvanized, Black Powder Coated

LYNN COVE

Info@LynnCove.com	(800) 975-7089	SCALE: 1:2	Do not scale drawing. All dimensions are nominal (+/- 1/8") and for reference only. Specifications and dimensions are subject to change without notice. 7/24/2018





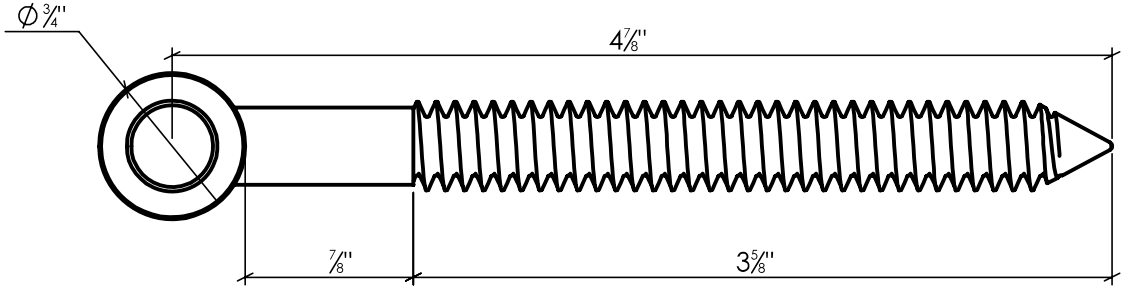


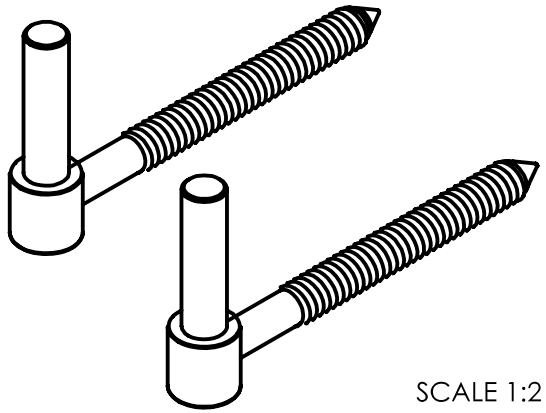
EPSCCS4

Adjustable Lag Pintle 4"
Carbon Steel, Galvanized, Black Powder Coated

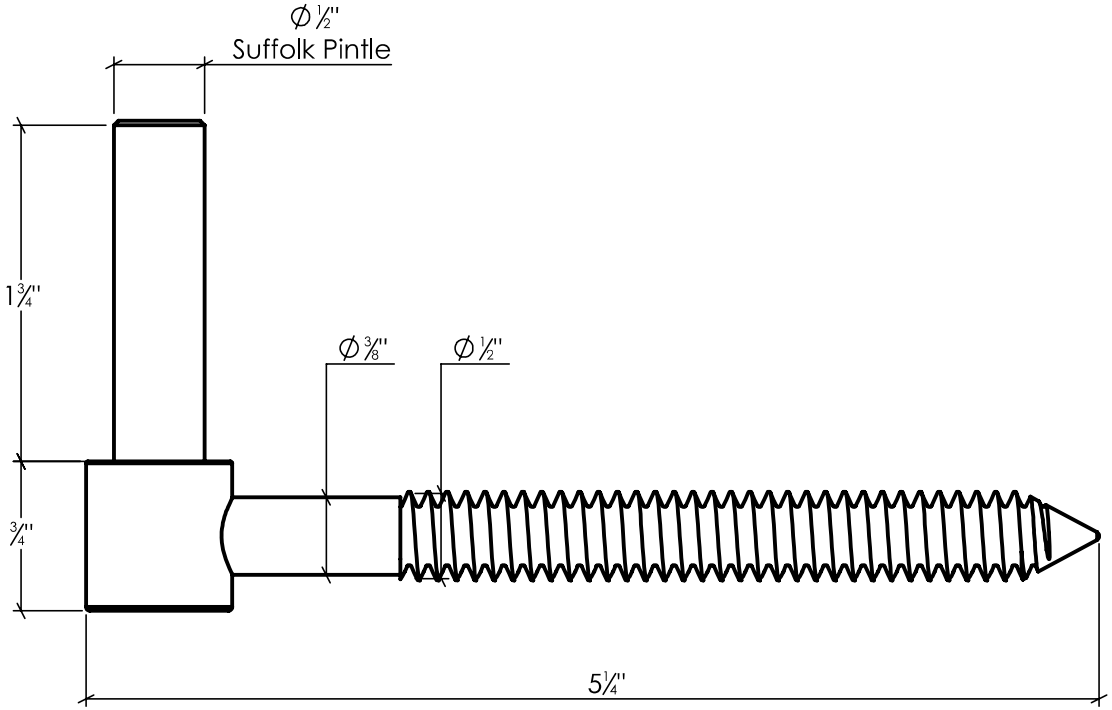
LYNN COVE

Info@LynnCove.com	(800) 975-7089	SCALE: 1:1	Do not scale drawing. All dimensions are nominal (+/- 1/8") and for reference only. Specifications and dimensions are subject to change without notice. 11/29/2016





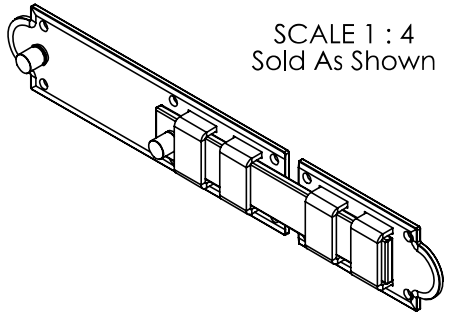
SCALE 1:2
Sold As Shown



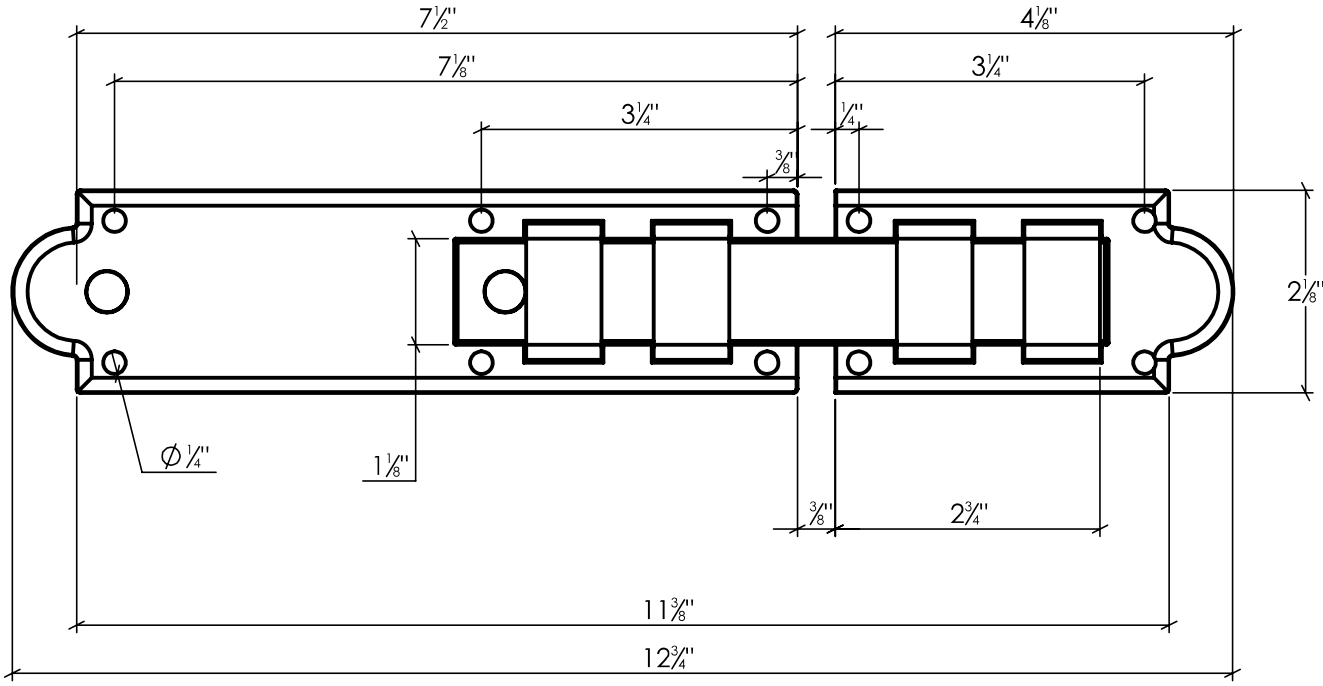
EHBCS

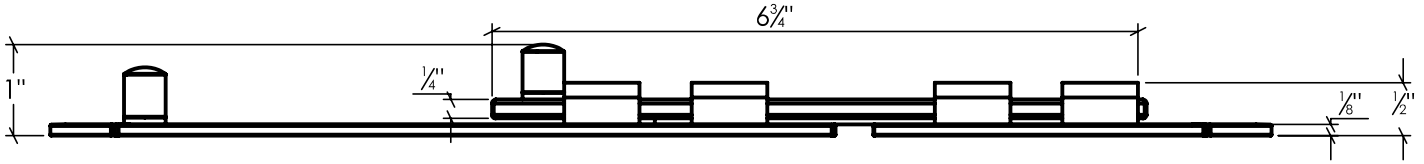
Heavy Duty Slide Bolt
Carbon Steel, Galvanized, Black Powder Coated

LYNN COVE | Info@LynnCove.com | (800) 975-7089 | SCALE: 1:2 | Do not scale drawing. All dimensions are nominal (+/- 1/8") and for reference only. Specifications and dimensions are subject to change without notice. 12/14/2016



SCALE 1 : 4
Sold As Shown









Trex®

Trex Enhance® Composite Decking

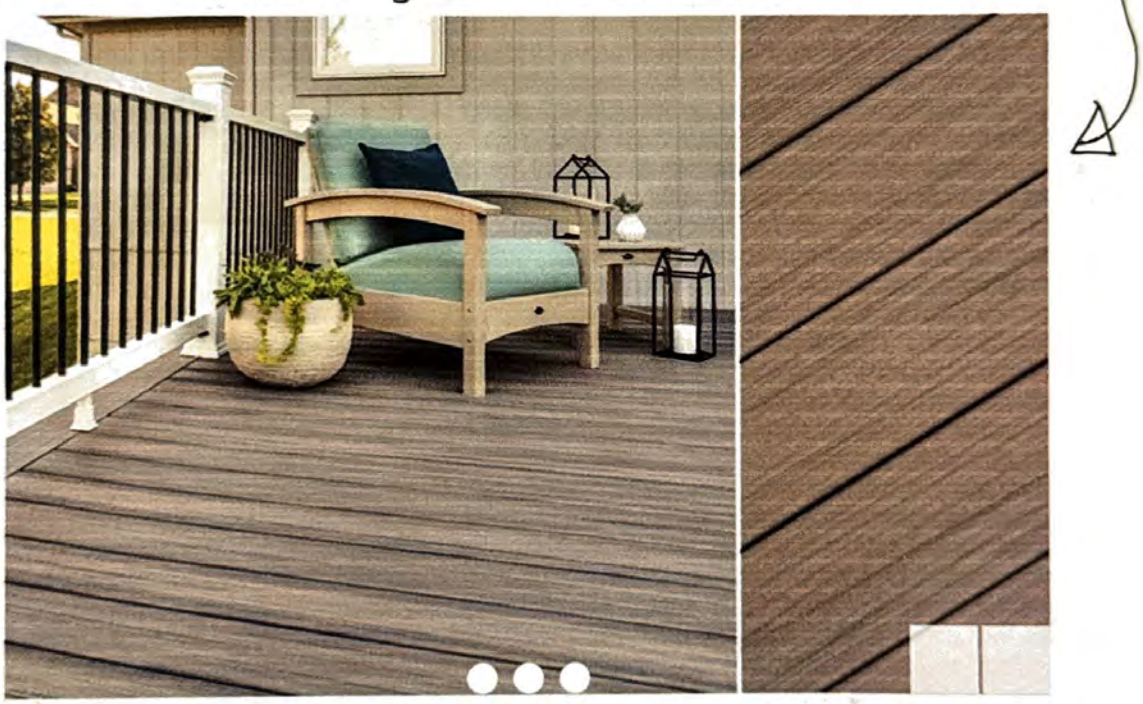
GALLERY

especially darker colors. Care should be taken to avoid *extended contact between exposed skin and the deck surface, especially with young children and those with special needs.*

Sustainable Style

Enhance decking uses 95% recycled plastic film and reclaimed sawdust, and is backed by our 25-Year Limited Residential Fade & Stain Warranty.

Proposed color of deck - Rocky Harbour w/ woodgrain look

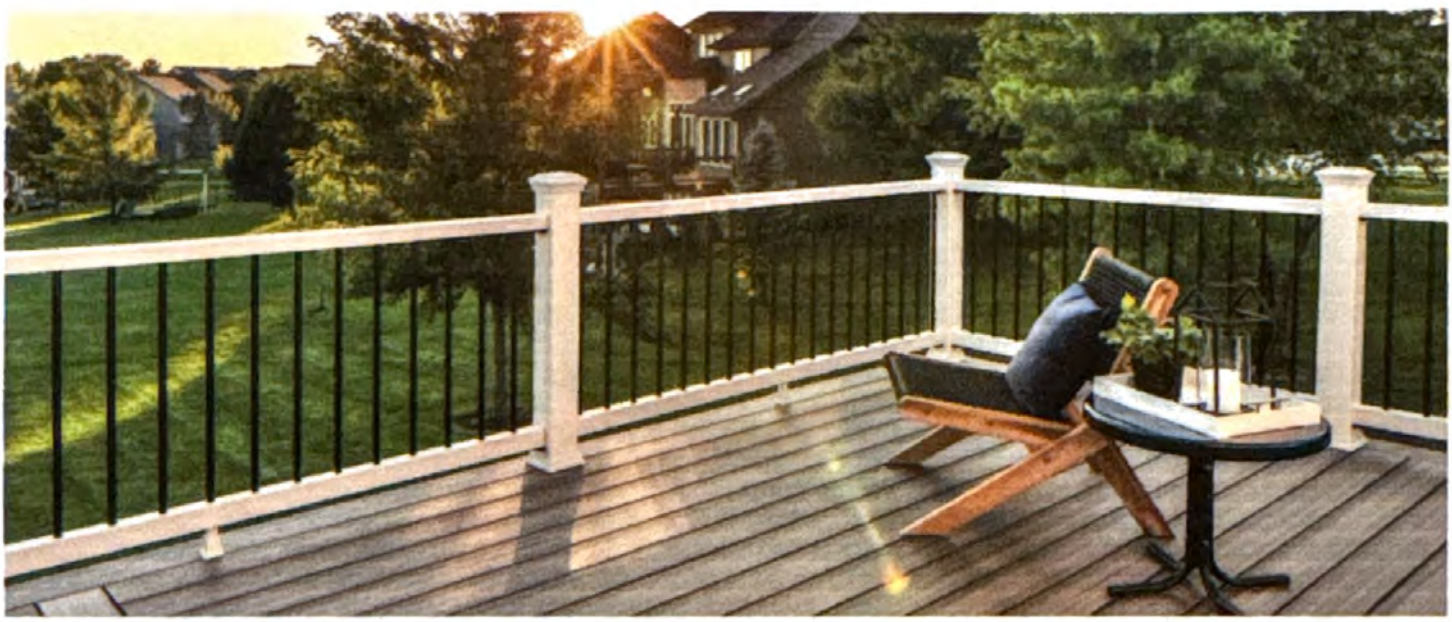


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Trex®

GALLERY

Enhance decking offers an authentic wood-grain appearance with the durability of composite and the affordability of wood.



Worry-Free

Enhance decking boards are scalloped, making them as lightweight as lumber—without the extra work. This long-lasting

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Cookies Settings

Trex®

GALLERY



1" Grooved Edge Board

Our grooved edge boards install with our Hidden Fastening System beneath the

Actual Dimensions

.94 in x 5.5 in x 12 ft (24 mm x 140mm x 365 cm)

.94 in x 5.5 in x 16 ft (24 mm x 140mm x 487 cm)

.94 in x 5.5 in x 20 ft (24 mm x 140mm x 609 cm)

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Trex®

Color choice

GALLERY

A contemporary changing neutral, Rocky Harbor adds sandy undertones to a rustic slate grey, featuring a low-maintenance, wood-like grain pattern.

Learn More About Rocky Harbor



Order a Sample **$1.00**

Enhance® | Rocky Harbor *Ships free*

Add to Cart

95% Recycled & Reclaimed Materials

25 YEAR Limited Residential Warranty

DECKING PROFILES FASCIA PROFILES

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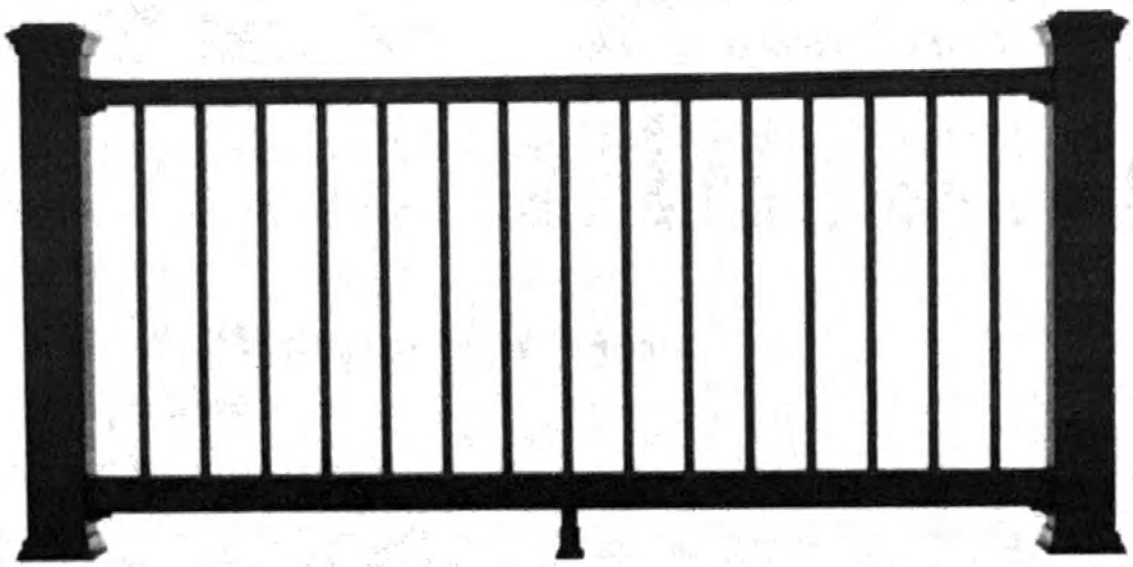
$$$$$

Limited Residential
Warranty

Enhance® Composite Railing

Budget-friendly and easy-to-install composite railings that come with a 25-year warranty. Available exclusively at Home Depot and Lowe's.

Where to BuyFind a Builder



color & design of railing



Railing Anatomy

Color & design of railing
composite
black


"view" of deck from the alley


current deck - rotting - broken

COUNTYWIDE LANDSCAPE

TAP TO CALL

office@countywidelandscape.com
www.countywidelandscape.com



Providing professional landscaping and more free time in West Chester, PA.

With more than 18 years of experience, we can safely guarantee 100% satisfaction with all our services!

STEP 1: Review the pricing and terms of service

STEP 2: Digitally sign the estimate at the bottom

STEP 3: Add your credit card via the email you'll receive.

	Estimate Description	Amount
	We will install a new deck. **We will remove the existing decking and railing in the back of the building.** **We will then install new Trex composite decking with vinyl railings.** **The railing will wrap around towards the neighbor's.** **We will also install a 6' long handicap ramp off of the back of the deck.** *****Price does not include replacing any wood under the current deck. Any damaged or rotten wood in the base will be an additional charge*****	18765.00
	Landscape Installation: We will plant the following plants: We will tear out the burning bushes along the back of the deck. We will then plant 4 boxwoods where the burning bushes were. We will mulch the bed when we are done planting. ****IF YOU HAVE SPECIFIC COLOR REQUESTS (FOR EXAMPLE A CERTAIN FLOWERING COLOR) FOR SHRUBS, PLEASE DISCUSS WITH YOUR SALES REP PRIOR TO ACCEPTANCE OF ESTIMATE.**** *****Countywide Landscape is not able to warranty plants without the purchase of a warranty.*** Once the plants are planted, they are the homeowner's responsibility to maintain. We do offer customers a warranty that you may purchase, which we are happy to discuss. Please ask your sales representative for details.** NEW PLANT WATERING GUIDELINES We have provided adequate water supply to keep your plants growing and healthy while they have resided above ground in our nursery. It is important that you provide adequate water supply to your newly planted trees, shrubs, and perennials so they are successful in adapting to their new in-ground environment. These general watering guidelines are designed to maximize the success rate of your new plants adapting to their new environment. The exact amount of water has to take into account site specific factors such as soil conditions, sun exposure, wind, ground slope, foliage deflection, root competition, and proper planting practices. **Key things to remember:** 1. Make sure the plant's roots are saturated before you install the plant. 2. Follow proper planting technique by following our ***planting guidelines***. 3. When watering, ensure water penetrates soils to the depth of the root ball. By wetting the plant's roots prior to back filling the new hole, you are already giving that plant a much better chance of survival. All subsequent water applied will be more readily accepted into the rooting zone. After proper installation, build a circular soil berm around the root mass to corral water and water according to the chart below: **Water Volume Chart** *Plant size* *Amount of water per application* #1 and #2 pot size 1-2 gallons	1080.00

	Estimate Description	Amount
	#3-#5 pot size 2-3 gallons #7-#10 pot size 3-5 gallons Large shrubs/small trees (3-8 ft.) 5-8 gallons Mid-size trees (<2-3" caliper,8-12 ft.) 8-12 gallons Large trees (> 3" caliper, 12 ft.+) 12 gallons or more Depending on the size of your circle berm, you can apply water to the corralled area 2-3 times per watering in order to apply the required volume of water. Water measurements are made by using a watering can or bucket. You can apply directly with a garden hose if you know how many gallons per minute are being applied. You can test this by filling a bucket or watering can and calculate the gallons per minute flowing through the hose at a known setting. If is not possible to build a circle berm, you can use drip irrigation or soaker hose watering technique. You will want to ensure that the recommended gallons of water are penetrating deeply into the soil and making contact with the roots by knowing how much water is applied over time. This is particularly important on sloped areas where water can tend to run off to the lower side and not get in contact with the roots. **Frequency:** Newly installed shrubs and trees should be checked and watered **every other day for the first two weeks**, *taking into account any rain*. This will ensure that the soil is soaked thoroughly. Once the soil is saturated, limit watering to **once a week** *if less than one inch of rain falls during the week.* Your plants need to be watered *throughout their first full growing cycle* in order to establish roots into new soil and put on top growth. A full growing cycle includes a fall and spring season. Late fall watering, until the ground is fully frozen, is essential for the survival of newly planted trees and shrubs. **Soil sampling:** Specific factors such as soil conditions, sun exposure, wind, ground slope, foliage deflection, root competition, and proper planting practices will affect the amount of water retained in the soil. After the initial 2 week watering-in phase, you should check the moisture content of the soil from time to time. To do this, dig down 2 – 4" just outside the root mass of the plant and water only if the soil feels dry to the touch. *Feeling the soil for moisture content is the BEST method for gauging dryness.* Only sampling can tell you when the soil is adequately moist, too dry, or too wet. **Ground Covers and Perennials:** In order for these tender plants to become established and spread, they must be watered **every other day for the first month**, and then **once a week** thereafter for the next two months. If planted in spring or summer, watering may be needed on a daily basis. A rotary sprinkler works best for large areas. Overhead watering should be used only in the morning or late afternoon. Wet foliage in the middle of the day or late evening can promote fungal diseases. **Sod:** After installing sod, soak the root area daily for the next week. After the first week, water every two to three days. If sod shows signs of drying or turning brown, it should be soaked immediately. If the edges of the sod show signs of drying or turning brown along driveways or walks, a hand soaking may be required along those edges. Over watering will inhibit rooting. Sod should root into the soil in two to three weeks. be required along those edges. Over watering will inhibit rooting. Sod should root into the soil in two to three weeks.	
	We will install a new deck. **We will remove the existing decking and railing in the back of the building.** **We will then install new pressure treated decking with railings.** **The railing will wrap around towards the neighbor's.** **We will also install a 6' long handicap ramp off of the back of the deck.** *****Price does not include replacing any wood under the current deck. Any damaged or rotten wood in the base will be an additional charge*****	15450.00

Invoicing Details:

All Lawn Mowing and Fertilization is billed weekly after service with credit card on file with Countywide Landscape, unless you have prepaid for the season. Spring clean ups, mulch installation, fall clean ups, and aeration work will require a credit card on file prior to scheduling of work.

General Contract Terms:

-The customer agrees to pay each amount specified on the invoice on or by the date indicated. The customer understands failure to do so might result in immediate termination of the contract by Countywide Landscape LLC without written notice.

-Any account that is not paid in full within 10 days, may not be serviced until full payment is made. Once payment is made in full, if more than 7 days has passed since the last cutting, there will be an additional charge made for the next cutting in order to return the lawn to a proper condition that is manageable.

-All checks that are returned due to non-Sufficient funds shall result in a charge of $35.00 per occurrence. Customers are also subject to reasonable collection and attorney fees. There will also be a 1.5% late fee per month, and an 18% late fee yearly.

By signing this proposal, you agree to the pricing and terms of service above.

Application Numbers: 2026-02

APPLICATION FOR CERTIFICATE OF APPROPRIATENESS

Borough of West Chester

Historical and Architectural Review Board

PROJECT ADDRESS: 21 S. Church Street

1) ***Date of HARB Review:*** *January 29, 2026*

2) ***Applicant's Proposal:*** *New front wood exterior shutters, brick repairs, and rear deck reconstruction.*

3) ***Findings:***

The applicant Jennifer Fink (building owner) and Ryan Buchanan (her business partner) were present to represent the application and described the project's scope as follows:

- *Exterior Wood Shutter Replacement – Eight pairs of new wood shutters will be installed at the front façade of the building to replace existing deteriorated wood shutters. The design and size of the new shutters will match the existing units. The two pairs of first floor shutters will be solid raised panel design wood units. The three pairs of shutters at both the second and third floors (6 total pairs) will be louvered wood units. All shutters shall be constructed of cedar and painted. New traditional style hardware will be provided at all shutters.*
- *Brick Repair – A small number of deteriorated bricks shall be removed and replaced at the front façade of the building (approximately 5 bricks total). The replacement brick and mortar joint repairs shall be selected to match the size, color and texture of the original bricks and mortar. Currently the brick repairs are focused near the front door. If additional brick repair is required, the work will be completed in the same manner.*
- *Rear Entrance Deck Renovation – The first floor rear entrance deck will be renovated with new Trex composite deck flooring and new composite handrails. The existing deck structure will be retained and repaired in kind as needed. The existing step will be replaced with a low ramp in the same location to improve access.*

The HARB reviewed the application in detail and provided the following comments:

- *The HARB was impressed with the quality of the proposed work and products, as well as the thoroughness of the application.*
- *The proposed wood shutters and replacement hardware were judged to be of very high quality.*
- *During brick repairs the mason should be careful to replicate the original mortar joints.*
- *The Trex flooring was deemed appropriate for the rear side of the building. The new traditional railings are an improvement on the existing units. The HARB commented the revised ramp may not be long enough to fully comply with ADA requirements but will be an improvement on the existing steps for access. The applicant is aware of this condition.*
- *The HARB endorsed the project appropriate as presented.*

4) ***Recommendations from HARB:***

The Board recommends Approval of a Certificate of Appropriateness for Application 2026-02 as submitted.

Application Numbers: 2026-02

APPLICATION FOR CERTIFICATE OF APPROPRIATENESS
Borough of West Chester
Historical and Architectural Review Board

PROJECT ADDRESS: 21 S. Church Street

5) Borough Council's Action and Date

- ❑ Approved per HARB recommendation:
- ❑ Denied for the following reasons:
- ❑ Approved with the following differences from HARB recommendation:

Date of Action Taken: _____ , 2026

Borough Manager's Signature:

DATE APPLICATION RECEIVED: 01/20/2026

APPLICATION NUMBER: 2026-03

PROPERTY ADDRESS: 27 WEST GAY STREET, WEST CHESTER, PA 19380

APPLICANT'S EMAIL: LWHITE@FISHERARCHITECTURE.COM

Note: All projects must have the appropriate sections completed in its entirety and attached to this form. *Only attach the applicable sections*. The application number will be assigned by the Building & Housing Department.

1) This application is for (check all appropriate boxes):
   - [x] Section #1 – Sign
   - [ ] Section #2 – Canopy or Awning
   - [x] Section #3 – Repair, replacement or alteration from original
   - [ ] *(please supply photos or elevations of original)*
   - [ ] *Section #4 – Addition*
   - [ ] *(supply architectural elevations and site drawings, as well as photos of the existing structure)*
   - [ ] *Section #5 – New Construction*
   - [ ] *(supply architectural elevations and site drawings, as well as photos of buildings next to and around the site)*
   - [ ] *Section #6 - Demolition*

2) Please indicate which items you are submitting with your application form. Do not submit originals, since they will be kept by the HARB for its official archives:
   - [ ] Color or B/W Sketches
   - [ ] Old or Historic Photographs
   - [ ] Plot or Site Plans
   - [x] Architectural Elevations
   - [x] Photographs of the current existing site showing where changes are to be made, location of buildings and streetscape.

All sketches, elevations, and plans must be signed by the preparer(s)

The owner of this property and the applicant agree to conform to all applicable findings of the Borough of West Chester Historical and Architectural Review Board.

Applicant's name (print): THANH DO

Applicant's Signature: Thanh Do — Date: 1/15/2026

Owner's Name (print): Anna Inzone

Owner's Signature: Anna Inzone — Date: 1/15/2026

Note: Check with the Building and Housing office of the Borough of West Chester to see if you need a building permit as well as a Certificate of Appropriateness ***before*** you begin your project

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DATE APPLICATION RECEIVED: 01/20/2026

APPLICATION NUMBER: 2023-03

SECTION #1 – SIGNS

(Attach a separate Section #1 for each of the signs you want to install)

Instructions: Provide color or black and white sketches of each sign and its message. Also show the proposed location and proportion to building façade. Attach photos of the streetscape and adjacent buildings.

Location of project: 27 WEST GAY STREET, WEST CHESTER, PA 19380

Name of business: BÁNH & BEYOND

Applicant's name: Thanh Do

Applicant's address: [redacted]

Applicant's phone number: [redacted] Applicant's email: [redacted]

Owner's name: Anna Inzone

Owner's address: [redacted]

Owner's telephone number: [redacted]

1) Are you replacing an existing sign? NO

2) How many signs do you wish to install? 2

3) On how many facades? 1 X Front ___ Side ___ Back

4) 2 Hanging Sign ___ Building-mounted ___ Other

5) Give a thorough description of sign: (1) HANGING SIGN, SUSPENDED FROM UNDERSIDE OF EXISTING CANOPY DUE TO LIMITED WALL SPACE ABOVE OR BELOW CANOPY

6) Is there new illumination? NO Fixture Type? N/A
How will it be mounted? N/A

7) Sign Dimensions: Height: 1' - 8" x Width: 11' - 5" x Depth: 2"

8) If a hanging sign, what is the height from the sidewalk to the bottom of the sign? 8' - 0"
(Borough Code requires 8'-0 minimum to bottom of sign)

9) How will this sign be mounted? IT WILL BE MOUNTED TO WOOD SUBSTRUCTURE OF CANOPY
(please note: any attachment to a masonry façade must be done through the mortar joints, NOT into the masonry).

10) If a hanging sign, describe the hanging bracket: THE HANGING BRACKET WILL BE METAL, BLACK FINISH

11) If a hanging sign, is this an existing bracket: NO

12) Colors: LIGHT OAK WOOD, BLACK

13) Message: LEFT SIDE: (LOGO) "bb" RIGHT SIDE: " BÁNH & BEYOND"

14) Lettering style: please note that the historic preference is for any "serif" type: FORTE

Please be sure to attach sample of sign wording in chosen lettering style

DATE APPLICATION RECEIVED: 01/20/2026

APPLICATION NUMBER: 2026-03

SECTION #1 – SIGNS

(Attach a separate Section #1 for each of the signs you want to install)

Instructions: Provide color or black and white sketches of each sign and its message. Also show the proposed location and proportion to building façade. Attach photos of the streetscape and adjacent buildings.

Location of project: 27 WEST GAY STREET, WEST CHESTER, PA 19380

Name of business: BÁNH & BEYOND

Applicant's name: Thanh Do

Applicant's address: [redacted]

Applicant's phone number: [redacted] Applicant's email: [redacted]

Owner's name: Anna Inzone

Owner's address: [redacted]

Owner's telephone number: [redacted]

1) Are you replacing an existing sign? NO

2) How many signs do you wish to install? 2

3) On how many facades? 1 X Front ___Side ___Back

4) 2 Hanging Sign 0 Building-mounted ___Other

5) Give a thorough description of sign:
(1) PROJECTING ARM SIGN WITH ROUND WOOD SIGN FACE WITH LOGO, DOUBLE SIDED

6) Is there new illumination? NO Fixture Type? ___
How will it be mounted? ___

7) Sign Dimensions: Height: 36" x Width: 36" x Depth: 1"

8) If a hanging sign, what is the height from the sidewalk to the bottom of the sign? 11'-6"
(Borough Code requires 8'-0 minimum to bottom of sign)

9) How will this sign be mounted? MOUNTED TO BRICK FACADE USING NEW BOLTS INTO EXISTING MASONRY ANCHORS WHICH ARE LOCATED IN MORTAR JOINTS
(please note: any attachment to a masonry façade must be done through the mortar joints, NOT into the masonry).

10) If a hanging sign, describe the hanging bracket: SEE SHOP DRAWING, ROUND BRACKET SHAPE

11) If a hanging sign, is this an existing bracket: ___

12) Colors: LIGHT OAK WOOD, BLACK METAL APPLIED LETTERING/LOGO SHAPES

13) Message: (LOGO) "bb" WITH LEAF SHAPES

14) Lettering style: please note that the historic preference is for any "serif" type: N/A

Please be sure to attach sample of sign wording in chosen lettering style

DATE APPLICATION RECEIVED: 01/20/2026

APPLICATION NUMBER: 2026-03

SECTION #2 – CANOPY OR AWNING

(Attach a separate Section #2 for each of the canopies or awnings you want to install)

Instructions: Provide color or black and white sketches of each canopy or awning. Also show the placement and proportion to building façade where it is going to be placed. Attach photos of the streetscape and adjacent buildings.

Location of project: _____

Name of business: _____

Applicant's name: _____

Applicants' address: _____

Applicant's phone number: _____

Owner's name: _____

Owner's address: _____

Owner's telephone number: _____

1) Are you replacing an existing canopy or awning? NO - CANOPY IS EXISTING AND SHALL REMAIN

2) How many canopies or awnings do you wish to install? _____

3) On how many facades? _____ _____Front _____Side _____Back

4) Material: give a thorough description of the type and style to be used:

_____

_____

_____

5) How will it be mounted? _____
(please note that any attachment to a masonry façade must be done though the mortar joints and NOT the face of the masonry)

6) Are you reusing an existing canopy or awning skeleton(s)? _____

7) Is there new canopy or awning illustration? _____ Fixture type? _____
How will it be mounted? _____

8) Canopy or Awning Dimensions: Height: _____x Width: _____Depth: _____

9) What is the height from the sidewalk to the bottom of the canopy or awning? _____
(Borough Code requires 8'-0 minimum to bottom of sign)

10) Colors: _____

11) Message: _____

12) Lettering style: please note that the historic preference is for any "serif" type: _____

Please be sure to attach sample of sign wording in chosen lettering style

DATE APPLICATION RECEIVED: 01/20/2026

APPLICATION NUMBER: 2026-03

SECTION #3 – REPAIR, REPLACEMENT OR ALTERATION

(Attach a separate Section #3 for each of the repairs, replacements or alterations you wish to make)

Instructions: Provide clear photographs showing the location of each proposed improvement, including photos of streetscape and the adjacent buildings. Provide architectural elevations and/or photographs clearly showing the location of the proposed work. Provide material specifications and manufacturer's pamphlets on the replacement materials proposed.

Name of business: BÁNH & BEYOND

Applicant's name: Thanh Do

Applicant's address: [redacted]

Applicant's phone number: [redacted]

Owner's name: Anna Inzone

Owner's address: [redacted]

Owner's telephone number: [redacted]

1) Which element do you wish to change: X Doors ___Windows ___Roofing ___Gutters ___Walls ___Steps ___Sidewalk ___Fence ___Trim ___Railing ___Porch or Balcony ___ Other (specify)_____

2) On how many facades? 1 X Front ___Side ___Back

3) What was the old is the material? ALUMINUM FULL LITE DOOR

4) What is the proposed new material? ALUMINUM FULL LITE DOOR

5) How will it be installed? STOREFRONT DOOR REPLACEMENT IN KIND

6) Are you using any historical materials? NO

7) Is so, what and how?_____

8) What were the old dimensions? Height: 7'-0" x Width: 3'-0" Depth:_____

9) What are the new dimensions? Height: 7'-0" x Width: 3'-0" Depth:_____

10) What were the old colors? CLEAR ANODIZED ALUMINUM, CLEAR GLAZING

11) What are the new colors? BLACK ANODIZED ALUMINUM, CLEAR GLAZING

12) Why do you wish to make these changes? REPLACEMENT OF EXISTING DOOR IN POOR CONDITION DUE TO WARPING AND CORROSION ALONG BOTTOM EDGES. NEW DOOR WILL BE FULL LITE STOREFRONT DOOR AND FRAME INTO EXISTING OPENING. A NEW THRESHOLD WILL BE INSTALLED.

DATE APPLICATION RECEIVED: 01/20/2026

APPLICATION NUMBER: 2026-03

SECTION #3 – REPAIR, REPLACEMENT OR ALTERATION

(Attach a separate Section #3 for each of the repairs, replacements or alterations you wish to make)

Instructions: Provide clear photographs showing the location of each proposed improvement, including photos of streetscape and the adjacent buildings. Provide architectural elevations and/or photographs clearly showing the location of the proposed work. Provide material specifications and manufacturer's pamphlets on the replacement materials proposed.

Name of business: BÁNH & BEYOND

Applicant's name: Thanh Do

Applicant's address: [redacted]

Applicant's phone number: [redacted]

Owner's name: Anna Inzone

Owner's address: [redacted]

Owner's telephone number: [redacted]

1) Which element do you wish to change: ____Doors X Windows ____Roofing ____Gutters ____Walls ____Steps ____Sidewalk ____Fence ____Trim ____Railing ____Porch or Balcony ____ Other (specify)_____

2) On how many facades? 1 X Front _____Side _____Back

3) What was the old is the material? SINGLE-PANE GLASS IN ALUMINUM CHANNEL FRAME

4) What is the proposed new material? INSULATED GLASS IN ALUMINUM CHANNEL FRAME

5) How will it be installed? REFER TO DRAWINGS; NEW ALUMINUM CHANNELS INSTALLED TO EXISTING WOOD HEAD, JAMB AND SILLS

6) Are you using any historical materials? NO

7) Is so, what and how?_____

8) What were the old dimensions? Height: 6' x Width: 6'-4" & 6'-5" Depth: 2"

9) What are the new dimensions? Height: 6' x Width: 6'-4" & 6'-5" Depth: 3"

10) What were the old colors? CLEAR GLASS WITH APPLIED BLUE TINT FILM, CLEAR ANO. ALUM FRAME

11) What are the new colors? CLEAR GLASS, BLACK ANO. ALUM FRAME

12) Why do you wish to make these changes? REPLACEMENT OF EXISTING SINGLE PANE GLASS FOR IMPROVEMENT IN ENERGY EFFICIENCY, REPLACEMENT OF GLAZING STRIPS IN POOR CONDITION

DATE APPLICATION RECEIVED: 01/20/2026

APPLICATION NUMBER: 2026-03

SECTION #3 – REPAIR, REPLACEMENT OR ALTERATION

(Attach a separate Section #3 for each of the repairs, replacements or alterations you wish to make)

Instructions: Provide clear photographs showing the location of each proposed improvement, including photos of streetscape and the adjacent buildings. Provide architectural elevations and/or photographs clearly showing the location of the proposed work. Provide material specifications and manufacturer's pamphlets on the replacement materials proposed.

Name of business: BÁNH & BEYOND

Applicant's name: Thanh Do

Applicant's address: [redacted]

Applicant's phone number: [redacted]

Owner's name: Anna Inzone

Owner's address: [redacted]

Owner's telephone number: [redacted]

1) Which element do you wish to change: ____Doors ____Windows ____Roofing ____Gutters
X Walls ____Steps ____Sidewalk ____Fence ____Trim ____Railing ____Porch or Balcony
____ Other (specify)_____

2) On how many facades? 1 X Front _____Side _____Back

3) What was the old is the material? BLACK GRANITE CLADDING ON KNEE WALL BELOW STOREFRONT GLASS

4) What is the proposed new material? CHEVON OAK TONGUE & GROOVE SIDING

5) How will it be installed? GRANITE TO BE REMOVED, NEW PLYWOOD SHEATHING INSTALLED WITH BUILDING WRAP. NEW WOOD T&G SIDING TO BE CONCEALED NAILED, SEALED CLEAR

6) Are you using any historical materials? NO

7) Is so, what and how?_____

8) What were the old dimensions? Height: 3' x Width: 6'-4" & 6'-5" Depth: 3/4"

9) What are the new dimensions? Height: 3' x Width: 6'-4" & 6'-5" Depth: 1-1/4"

10) What were the old colors? BLACK POLISHED GRANITE

11) What are the new colors? WHITE OAK WITH CLEAR UV-RESISTANT SEALER (SEMI-GLOSS)

12) Why do you wish to make these changes? GRANITE PANELS ARE DELAMINATING AND WERE PREVIOUSLY GLUED TO THIN SUBSTRATE OVER STUDS. NEW SIDING WILL REPAIR THIS CONDITION TO A WATERTIGHT ASSEMBLY AND PROVIDE A MORE NATURAL, APPEALING EXTERIOR FOR A RESTAURANT WHICH WILL FEATURE FRESH AND NATURAL FOOD


EXIT
West Gay Street
27
FOR
RENT
Pull


EXIT
West Gay Street
27
FOR RENT
Pull
OWN A FRANCHISE!
BE YOUR OWN BOSS!
NEW TERRITORIES AVAILABLE!
LET'S CONNECT!


EXIT
West Guy Street
27
FOR RENT
Pull
B.Y.O.




EXIT
West Gay Street
27
FOR RENT
email
INZONEPROPERTIES1@gmail.com
Pull
NO TRESPASSING
Pull
EXIT

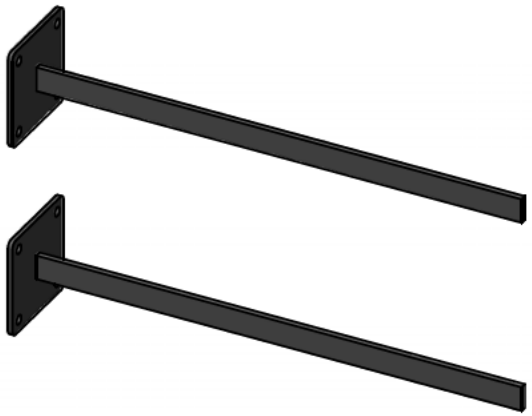

EXIT
Pull

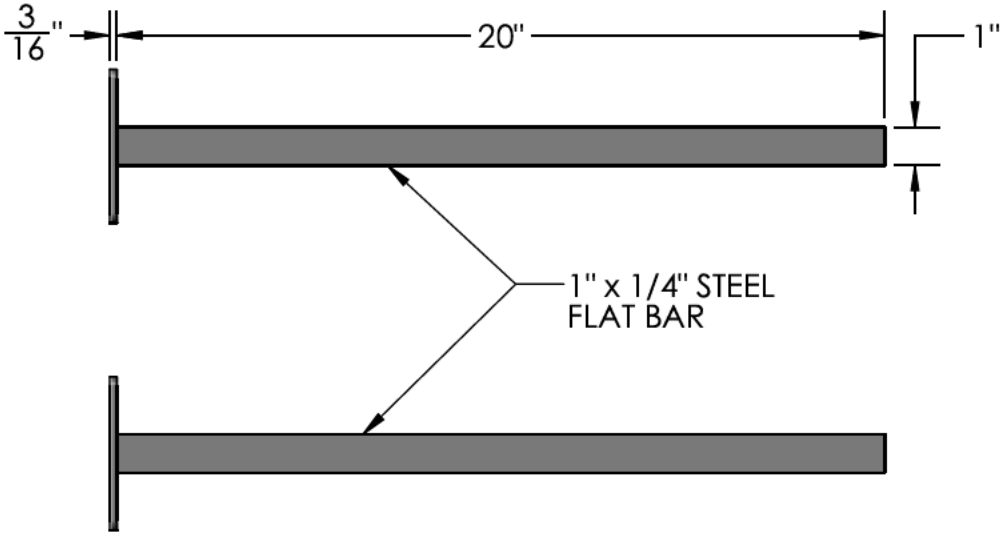

29

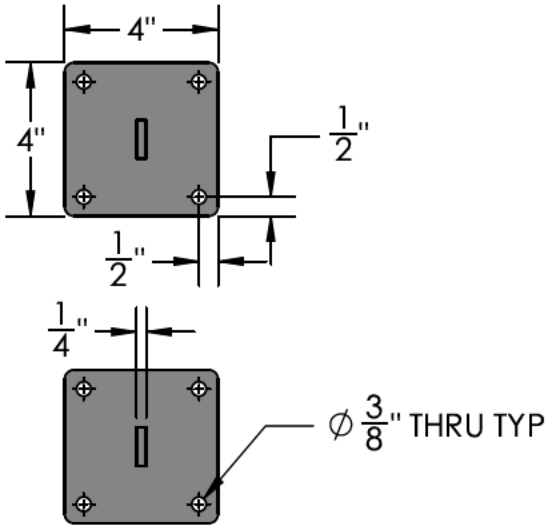

29
Kilkare's Public House
THE BAR


EXIT









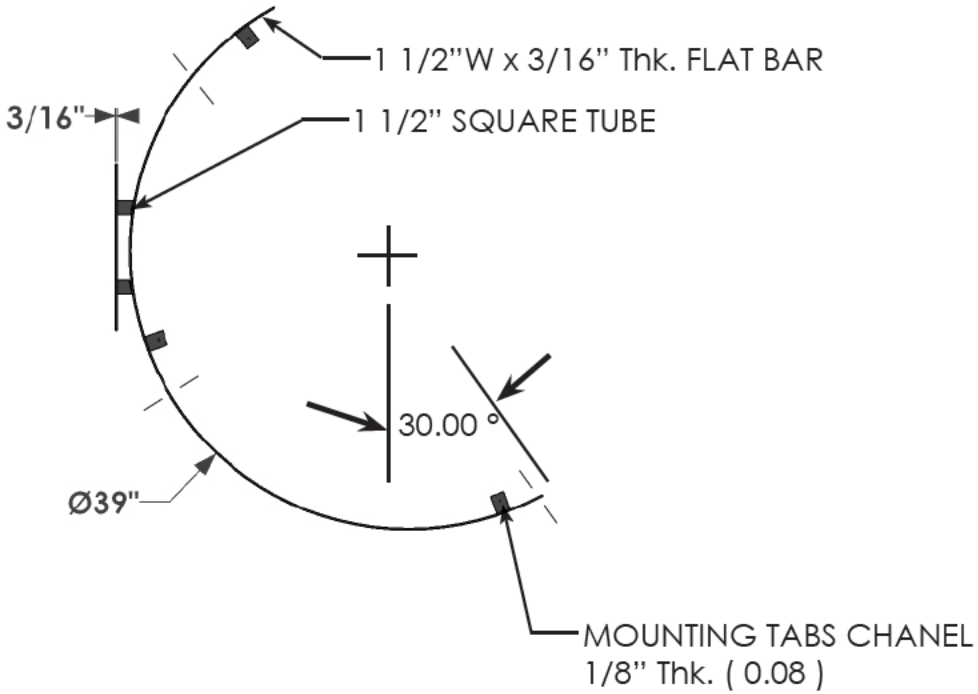
FRONT VIEW

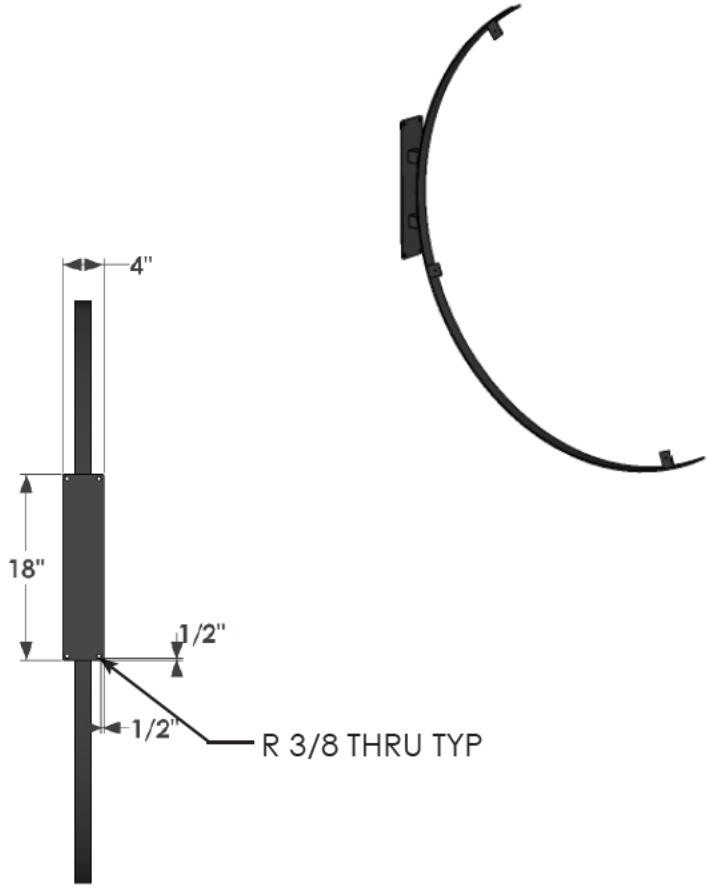
RIGHT VIEW

Material: Steel Scale: 1:5 DB: CF Rev: A Order#:	Content: 20" Parallela Fixed Mount Sign Bracket PN: 402B-20 Color/Finish: Textured Black Powder Coat Customer Approval: _____	**Design by Sign Bracket Store. All visual representations and designs are the intellectual property of Sign Bracket Store and protected under copyright law. Any duplication of this design is in direct violation of the law and will result in legal action.** © Copyright 2008-2016	SIGN BRACKET STORE By Hooks & Lattice SignBracketStore.com T: 888-919-7446 F: 760-603-0812

GENERAL NOTES:

1. FRAME SIZED 2" LARGER THAN SIGN TO LEAVE 1" OF SPACING BETWEEN SIGN AND FRAME.
2. INCLUDES MOUNTING HARDWARE TO MOUNT SIGN TO BRACKET.





FRONT VIEW

SIDE VIEW

Date: 07/2023 Scale: NTS DB: JEA CB: Rep: Gordana Order#:	Content: 36in. Eclipse Fixed Mount Sign Bracket PN: 406B-36 Color/Finish: Textured Black Powder Coat Customer Approval:	Design by Sign Bracket Store. All visual representations and designs are the intellectual property of Sign Bracket Store and protected under copyright law. Any duplication of this design is in direct violation of the law and will result in legal action. ©Copyright 2008-2023	SIGN BRACKET STORE T:888-919-7446 F:760-603-0812

GENERAL NOTES

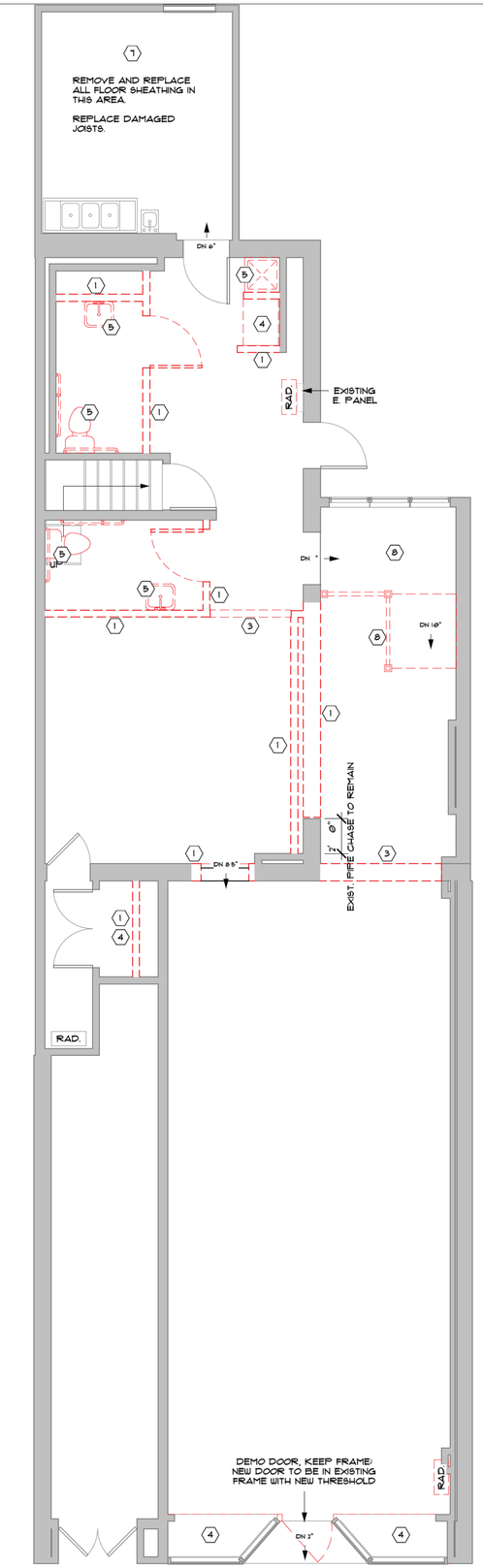
1. G.C. TO VERIFY ALL ITEMS TO BE DEMOLISHED IN FIELD. ANY DISCREPANCIES OR CONFLICTS WITH CONSTRUCTION DOCUMENTS SHALL BE BROUGHT TO THE ATTENTION OF THE OWNER & ARCHITECT PRIOR TO WORK PROCEEDING.
2. THE G.C., SUBCONTRACTORS, & SUPPLIERS SHALL TAKE THE NECESSARY PRECAUTIONS TO PROTECT THE EXISTING BUILDING & SURROUNDING PROPERTY & SHALL REPAIR ANY DAMAGE THAT IS UNAVOIDABLE.
3. THE G.C. SHALL VERIFY THE LOCATION OF EXISTING UTILITIES (FOR INSTANCE BUT NOT LIMITED TO ELECTRIC, GAS, MECHANICAL, SEWER) & TAKE PRECAUTIONS TO PROPERLY ABANDON AND/OR PROTECT UTILITIES AS REQUIRED FOR ALL NEW CONSTRUCTION.
4. IF ANY OF THE EXISTING CONDITIONS TO REMAIN ARE SUB STANDARD CONDITION, G.C. IS TO NOTIFY ARCHITECT IMMEDIATELY IN ORDER TO DETERMINE HOW TO PROCEED.
5. ALL EXISTING SURFACES DAMAGED AS A RESULT OF DEMOLITION SHALL BE PATCHED & REPAIRED TO ACHIEVE A SMOOTH SURFACE FOR FINAL FINISH APPLICATION AS SHOWN WITHIN THE CONSTRUCTION DOCUMENTS.
6. IT SHALL BE THE RESPONSIBILITY OF THE G.C. TO TAKE ALL NECESSARY PRECAUTIONS TO INSURE THE SAFETY OF ALL EXISTING STRUCTURAL & ARCHITECTURAL BUILDING ELEMENTS THROUGHOUT ALL PHASES OF CONSTRUCTION.
7. G.C. IS RESPONSIBLE FOR FOLLOWING & ADHERING TO ALL APPLICABLE FEDERAL, OSHA, STATE, & LOCAL CODES & REGULATIONS.
8. G.C. IS RESPONSIBLE FOR THE COORDINATION OF ANY NECESSARY DUMPSTER(S) AND/OR CONSTRUCTION MATERIAL LOCATIONS.
9. IT SHALL BE THE G.C.'S RESPONSIBILITY TO PREPARE ALL EXISTING WALLS TO REMAIN FOR NEW FINISHES, U.N.O. REPAIR ALL HOLES & WALL DAMAGE; REFINISH, REPAINT, & CLEAN ALL DEBRIS WHEN REMOVING EXISTING EQUIPMENT.

DEMOLITION LEGEND

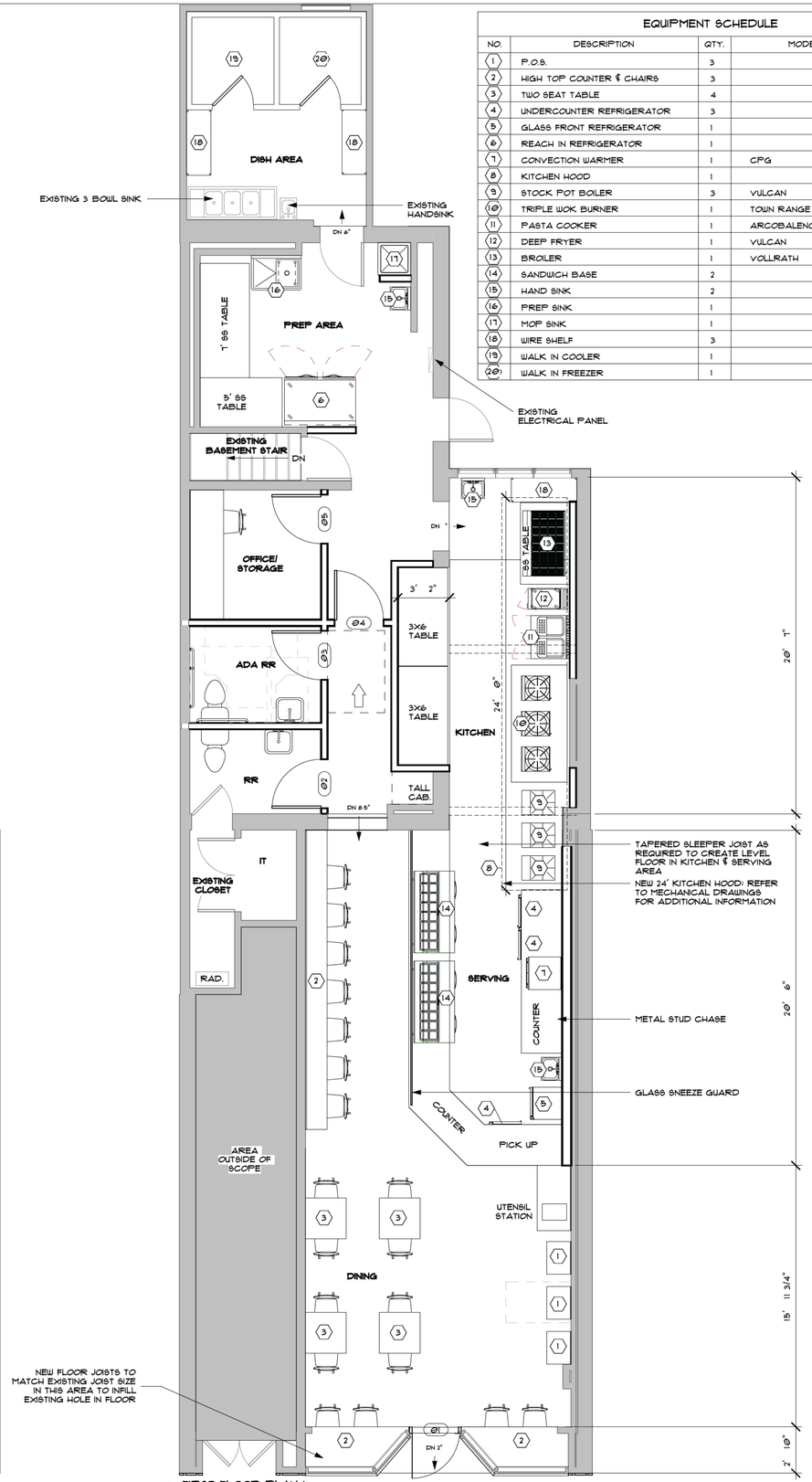
- EXISTING TO REMAIN
- EXISTING TO BE REMOVED

DEMOLITION KEYNOTES

1. NOTED PORTION OF EXISTING WALL AND ATTACHED DOORS/WINDOWS TO BE REMOVED IN ITS ENTIRETY. REPAIR FLOOR & CEILING TO BLEND WITH SURROUNDINGS IF APPLICABLE. PREP FOR FINAL FINISH CONSTRUCTION/APPLICATION.
2. NOTED EXISTING ELECTRICAL PANEL TO BE DEMOED.
3. NOTED EXISTING DOOR, WINDOW, OR DOOR OPENING TO BE REMOVED IN THEIR ENTIRETY ALONG WITH THEIR FRAME. OPENING TO BE INFILLED WITH STRUCTURE TO MATCH THAT OF THE EXISTING WALL AND PREPARED FOR FINAL FINISH APPLICATION.
4. NOTED EXISTING COUNTERTOP, CASEWORK, MILLWORK, AND/OR EQUIPMENT TO BE REMOVED IN THEIR ENTIRETY. REPAIR WALLS & CEILINGS TO BLEND WITH SURROUNDINGS IF APPLICABLE. PREP FOR FINAL FINISH CONSTRUCTION/APPLICATION.
5. NOTED EXISTING PLUMBING FIXTURES TO BE REMOVED IN THEIR ENTIRETY. REPAIR WALLS & FLOORS TO BLEND WITH SURROUNDINGS IF APPLICABLE. PREP FOR FINAL FINISH CONSTRUCTION/APPLICATION. CAP ALL UNUSED PIPING.
6. NOTED PORTION OF EXISTING WALL TO BE REMOVED & PREPPED FOR A DOOR, WINDOW, OR STOREFRONT. REFER TO A 601/602 FOR OPENING SIZE AND STRUCTURAL DRAWINGS FOR NEW HEADER INFORMATION. INSURE PROPER SHORING WHILE DEMO WORK IS IN PROGRESS.
7. REMOVE AND REPLACE ALL FLOOR SHEATHING IN THIS AREA. REPLACE DAMAGED JOISTS.
8. DEMO PLATFORM AND RAMP, NOTED ON PLAN.



2 FIRST FLOOR DEMO PLAN
1/4" = 1'-0"



4 FIRST FLOOR PLAN 1
1/4" = 1'-0"

EQUIPMENT SCHEDULE

NO.	DESCRIPTION	QTY.	MODEL	DIMENSIONS
1	P.O.S.	3		18" X 24"
2	HIGH TOP COUNTER & CHAIRS	3		VARIES
3	TWO SEAT TABLE	4		30" X 30"
4	UNDERCOUNTER REFRIGERATOR	3		23.5" X 23.5"
5	GLASS FRONT REFRIGERATOR	1		23.5" X 23.5"
6	REACH IN REFRIGERATOR	1		34" X 52"
7	CONVECTION WARMER	1	CPG	22" X 27.75"
8	KITCHEN HOOD	1		48" X 288"
9	STOCK POT BOILER	3	VULCAN	24.5" X 18"
10	TRIPLE WOK BURNER	1	TOWN RANGE	41" X 86"
11	PASTA COOKER	1	ARCOBALENO	31.5" X 28.75"
12	DEEP FRYER	1	VULCAN	29.75" X 15.5"
13	BROILER	1	VOLLRATH	31.5" X 47.6"
14	SANDWICH BASE	2		30" X 60"
15	HAND SINK	2		15" X 18"
16	PREP SINK	1		25.5" X 36.5"
17	MOP SINK	1		24" X 24"
18	WIRE SHELF	3		18" X 48"
19	WALK IN COOLER	1		72" X 66"
20	WALK IN FREEZER	1		72" X 66"

FISHER ARCHITECTURE
Fisher Architecture, LLC
542 Riverside Drive
Salisbury, MD 21801
(410) 742-0238

SEAL

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PROFESSIONAL CERTIFICATION:
I HEREBY CERTIFY THAT THE DOCUMENTS WERE PREPARED OR APPROVED BY ME AND THAT I AM A DULY LICENSED ARCHITECT UNDER THE LAWS OF THE STATE OF PENNSYLVANIA.
LICENSE NO.: RA406373
EXPIRATION NO.: 06.30.2025

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CONSULTANTS

TENANT FIT OUT FOR: NEW RESTAURANT

27 W GAY STREET
WEST CHESTER, PA 19380

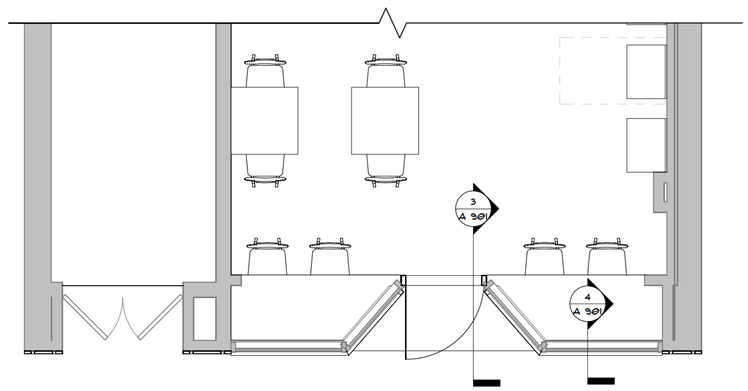
SHEET INFO:

FIRST FLOOR PLAN

REV	REV DATE	DESCRIPTION
4	2026.01.08	Schematic Design Revisions
3	2026.01.06	Schematic Design Revisions
2	2025.12.17	Schematic Design Revisions
1	2025.12.11	Schematic Design
DATE		2025.12.01
PROJECT NO.		2025342
SCALE		As indicated
PROJ MGR		L. White
DRAWN BY		Author

SHEET NUMBER

A-101



6 FIRST FLOOR PLAN - CALLOUT 1
3/8" = 1'-0"



EXISTING BRICK, WINDOWS & TRIM TO REMAIN

NEW PROJECTING SIGN: MATCH WOOD SLATS

EXISTING MTL CANOPY TO REMAIN

NEW BLACK METAL ROD

NEW SIGNAGE SUSPENDED FROM CANOPY

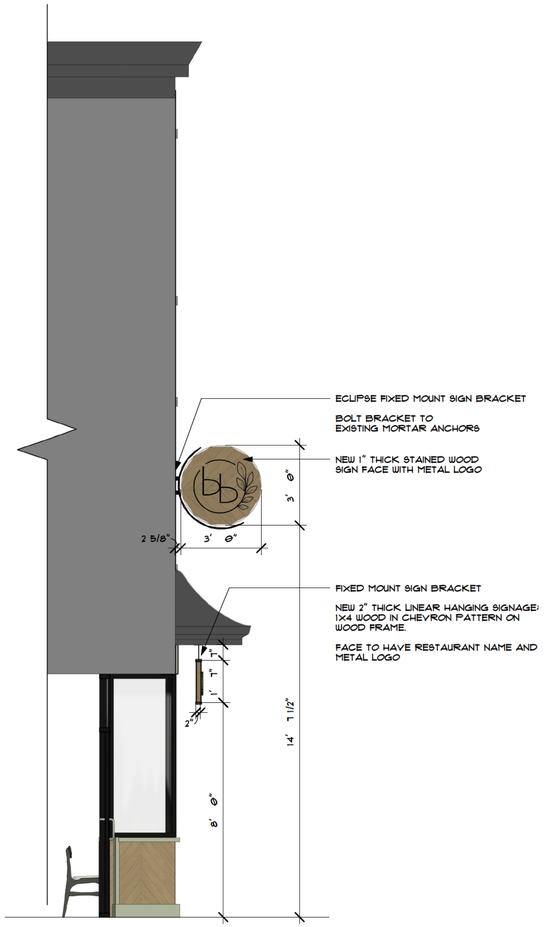
EXISTING WOOD PANELING TO REMAIN, NEW PAINT COLORS TO BE: SW6478 CLARY SAGE (WOOD PANEL FACE) SW7176 LIVEABLE GREEN (RECESSED INLAY)

NEW GLAZING & ALUMINUM FRAME: BLACK ANODIZED FINISH

WOOD SLATS: LIGHT OAK, CHEVRON PATTERN

NEW STOREFRONT DOOR: BLACK ANODIZED FINISH

1 FRONT ELEVATION - FACADE AND SIGNAGE
3/8" = 1'-0"



ECLIPSE FIXED MOUNT SIGN BRACKET

BOLT BRACKET TO EXISTING MORTAR ANCHORS

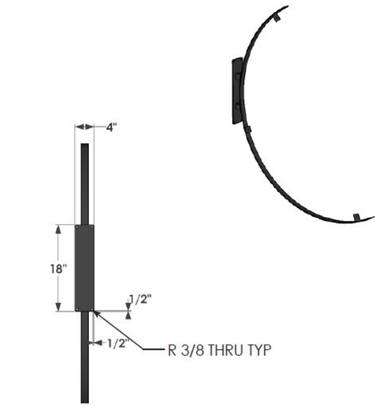
NEW 1" THICK STAINED WOOD SIGN FACE WITH METAL LOGO

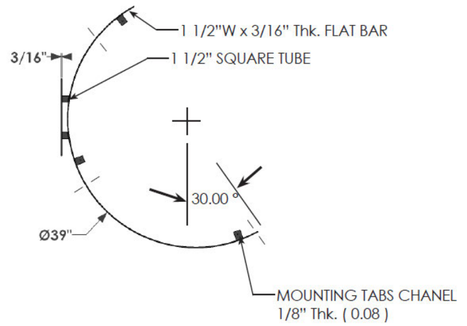
FIXED MOUNT SIGN BRACKET

NEW 2" THICK LINEAR HANGING SIGNAGE: 1X4 WOOD IN CHEVRON PATTERN ON WOOD FRAME.

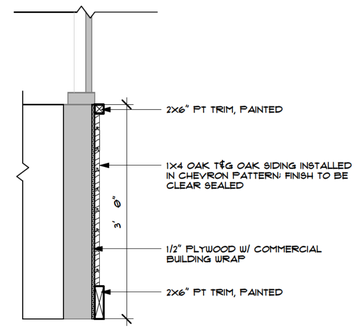
FACE TO HAVE RESTAURANT NAME AND METAL LOGO

3 SECTION - FACADE AND SIGNAGE
3/8" = 1'-0"





5 DETAIL - 36" ECLIPSE FIXED MOUNT SIGN BRACKET
1/4" = 1'-0"



4 SECTION - NEW EXTERIOR WOOD SIDING
1" = 1'-0"

FISHER ARCHITECTURE
Fisher Architecture, LLC
542 Riverside Drive
Salisbury, MD 21801
(410) 742-0238

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CONSULTANTS:

TENANT FIT OUT FOR: NEW RESTAURANT

27 W GAY STREET
WEST CHESTER, PA 19380

SHEET INFO:

SIGNAGE DIAGRAM

REV	REV DATE	DESCRIPTION
DATE:		2025.12.01
PROJECT NO.		2025142
SCALE:		As indicated
PROJ MGR:		L. White
DRAWN BY:		B. Hampton

SHEET NUMBER:

A-901

Application Numbers: 2026-03

APPLICATION FOR CERTIFICATE OF APPROPRIATENESS
Borough of West Chester
Historical and Architectural Review Board

PROJECT ADDRESS: 27 W. Gay Street

1) ***Date of HARB Review:*** *January 29, 2026*
2) ***Applicant's Proposal:*** *New Signs and Store Front Renovations.*
3) ***Findings:***

The applicant, Thanh Do (restaurant tenant) and Lauren White (architect) were present to represent the application and described the project's scope as follows:

- *New Projecting Blade Sign – A new 2-sided, 36-inch diameter, projecting wood blade sign with surface metal logo is to be mounted at the second floor between two windows above the restaurant storefront below. The message on the sign is "***bb** (logo)**."** *Black metal o text on a light brown stained wood panel.*
- *New Hanging Sign – A new 1-sided, 1'-7" H x 11'-5" W, hanging wood sign parallel to the sidewalk is to be suspended from the pent roof in front of the restaurant storefront. An existing folding fabric awning above the storefront will be removed. The message on the sign is "***bb** (logo)**" – "BAHN & BEYOND."** *Black metal logo text with painted green store name on a light brown stained wood panel.*
- *Storefront Renovation – Propose to completely rebuild the existing storefront in modern materials while retaining the footprint and geometry of the original storefront. The existing storefront to be replaced is mill finish aluminum window framing with black granite base panels. Proposal is 4x4 -inch silver aluminum storefront framing with stained wood base paneling in a chevron pattern. The existing surrounding traditional raised wood panels that frame the storefront and the adjacent apartment entrance will be retained.*

The HARB reviewed the application in detail and provided the following comments:

- *The new blade sign was found to be appropriate.*
- *The new hanging sign is uncommon in the HARB district but found to be appropriate if hung higher, within 4-inches of the pent roof, and set back behind the existing soffit downlights.*
- *The proposed storefront was not embraced. The HARB suggested 2.5-inch bronze colored aluminum window framing. The lower panels were suggested to be raised wood panels similar to the existing panels that currently surround the storefront. The wood chevron paneling was deemed attractive, but should be located only at the interior of the restaurant. The applicant agreed with these recommendations.*

4) ***Recommendations from HARB:***

The Board recommends Approval of a Certificate of Appropriateness for Application 2026-03 as submitted, with the following clarifications:

1. *The projecting round blade sign is appropriate as submitted.*

(continued on next page)

2. *The existing folding fabric awning may be removed. Recommend it be stored onsite for potential future reuse.*
3. *The hanging sign is appropriate as presented but shall be raised to be mounted within 4-inches of the bottom of the pent roof soffit. The sign shall be located to be behind the existing soffit downlights.*
4. *The new storefront aluminum window framing shall be fabricated from smaller 2.5 inch stock rather than the proposed 4-inch stock. Framing color shall be a medium tone duranodic bronze finish.*
5. *The lower storefront knee wall will be retained in its existing configuration and refinished in wood or composite raised panels to match the design of the existing adjacent raised wood panels of the overall building's first floor exterior finish.*

Application Numbers: 2026-03

APPLICATION FOR CERTIFICATE OF APPROPRIATENESS
Borough of West Chester
Historical and Architectural Review Board

PROJECT ADDRESS: 27 W. Gay Street

5) Borough Council's Action and Date

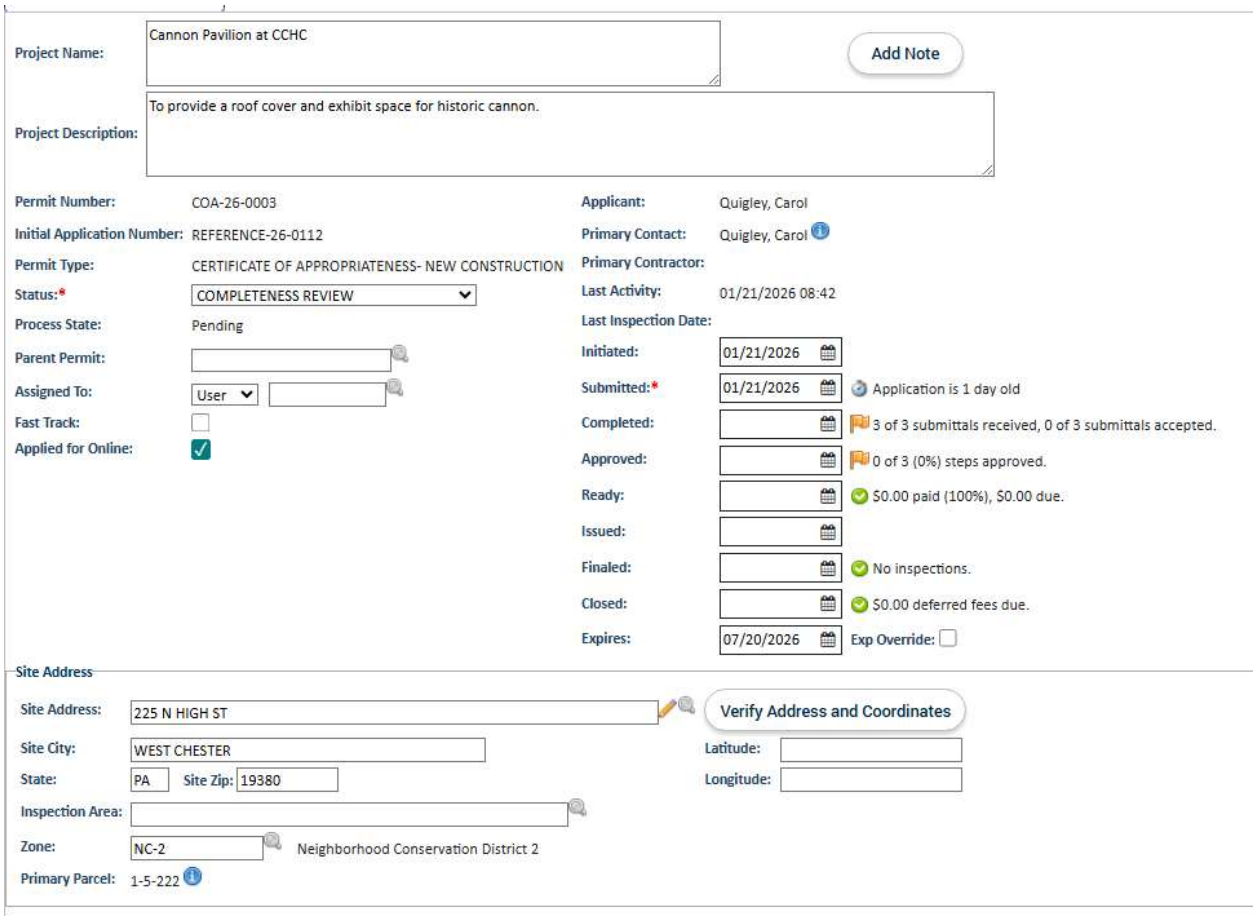
- ❑ Approved per HARB recommendation:
- ❑ Denied for the following reasons:
- ❑ Approved with the following differences from HARB recommendation:

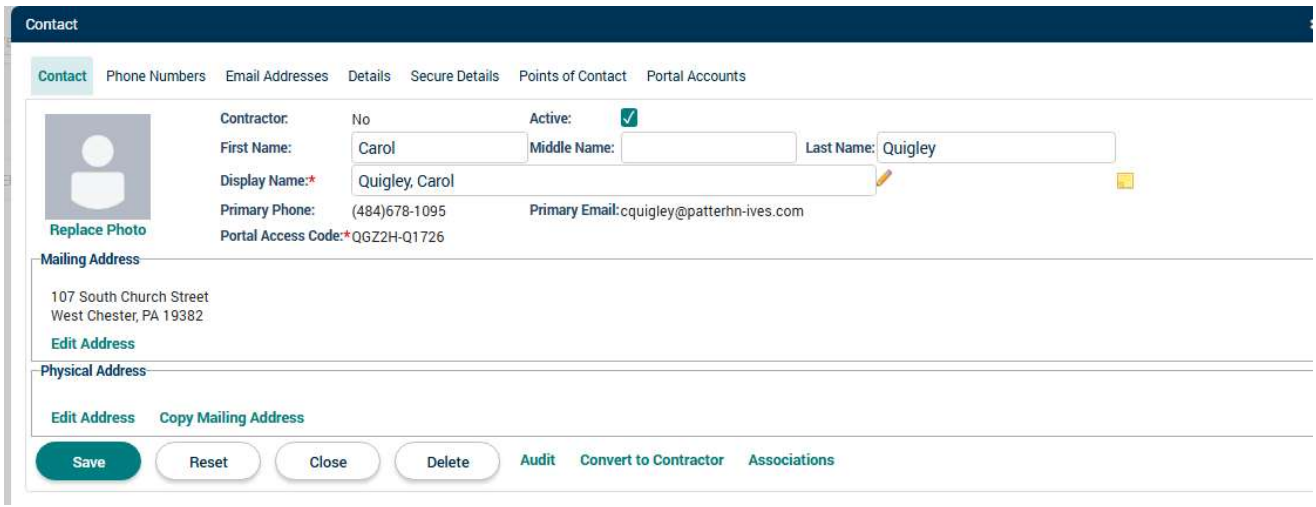
Date of Action Taken: _____ , 2026

Borough Manager's Signature:

APPLICATION NUMBER: 2026-04

APPLICATION DATE: 01/21/2026





APPLICATION NUMBER: 2026-04

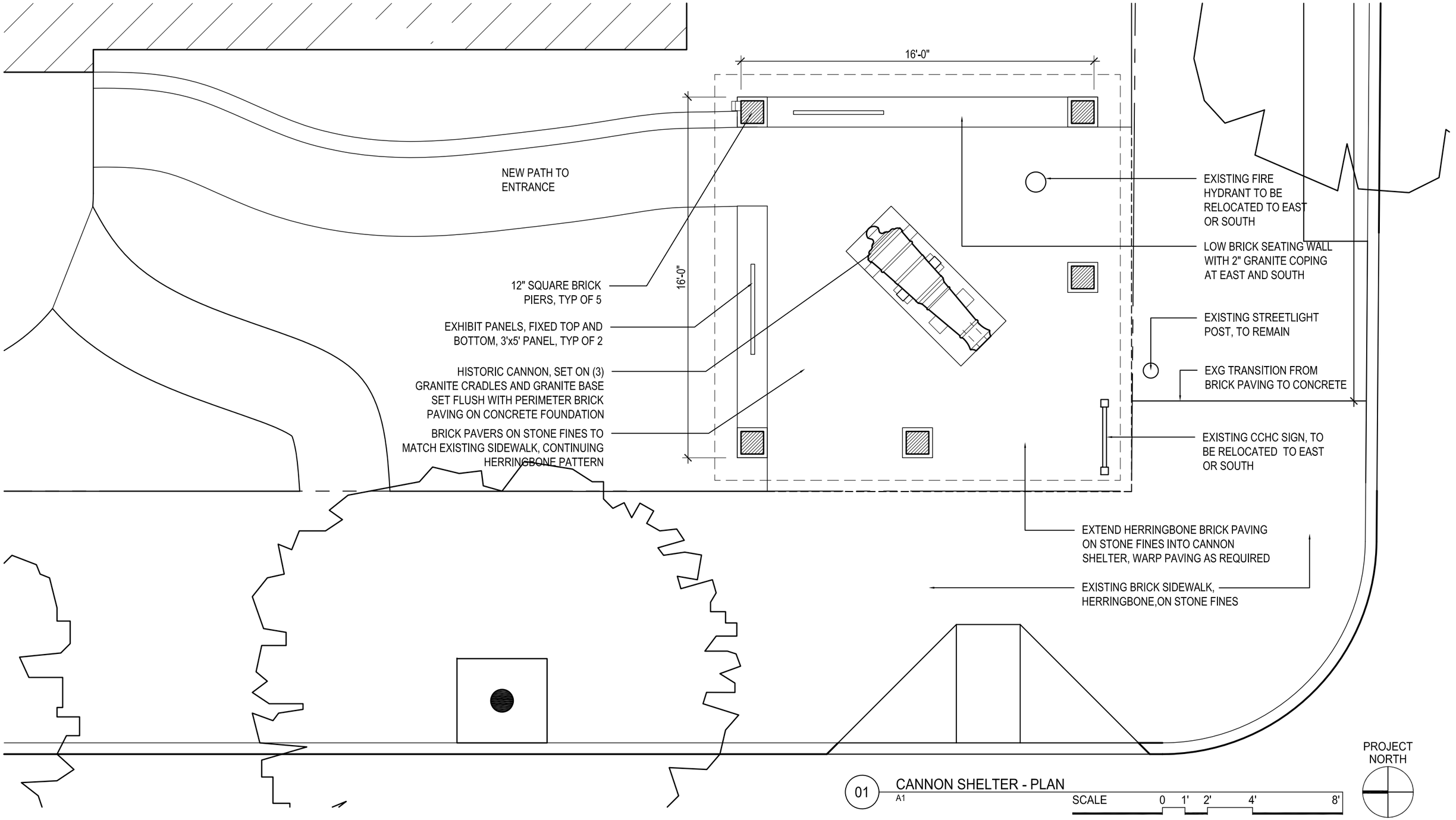
APPLICATION DATE: 01/21/2026

Permit #: COA-26-0003 **Status:** COMPLETENESS REVIEW **Contact:** Quigley, Carol **Site Address:** 225 N HIGH ST WEST CHESTER, PA 19380

Type: CERTIFICATE OF APPROPRIATENESS- NEW CONSTRUCTION **Project Name:** Cannon Pavilion at CCHC **Contractor:**

Name	Value
REASON FOR APPROPRIATENESS APPLICATION:*	New construction (Photo of adjacent stru
LOCATION OF PROJECT:*	225 N High Street
NAME OF BUSINESS:*	Chester County Historic Center
FOOTPRINT DIMENSIONS:	16'x16'
NUMBER OF STORIES:	1
HOW DOES IT MATCH CONTRAST WITH THE REST:	Brick piers to match surrounding brick conte
WHAT IS THE ARCHITECTURAL STYLE AND ARCHITECT:	Traditional
WINDOW STYLE AND MATERIALS:	NA
ROOFING:	New
WALL AND SLIDING MATERIALS:	NA
ARE YOU USING ANY HISTORICAL MATERIALS:	Yes.
IF SO, WHAT AND HOW:	Brick piers to match CCHC

Brick piers to match surrounding brick context of Town Center.



01 CANNON SHELTER - PLAN
A1

SCALE 0 1' 2' 4' 8'

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patterhn ives llc
107 south church street
second floor
west chester pa 19382
6 1 0 4 3 0 . 7 7 3 0
cquigley@patterhn-ives.com

CANNON SHELTER PLAN

CANNON SHELTER
CHESTER COUNTY HISTORY CENTER

10-21-24

PROJECT NUMBERS: API 2XXX

A1



01 CANNON SHELTER - WEST ELEVATION IN CONTEXT
A2

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west chester pa 19382
6 1 0 4 3 0 7 7 3 0
cquigley@patterhn-ives.com

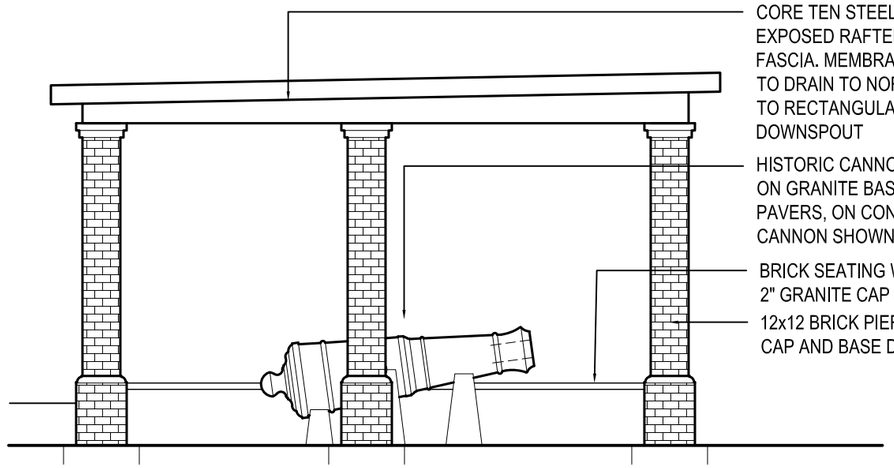
CANNON SHELTER ELEVATION - FULL CONTEXT

CANNON SHELTER
CHESTER COUNTY HISTORY CENTER

10-21-24

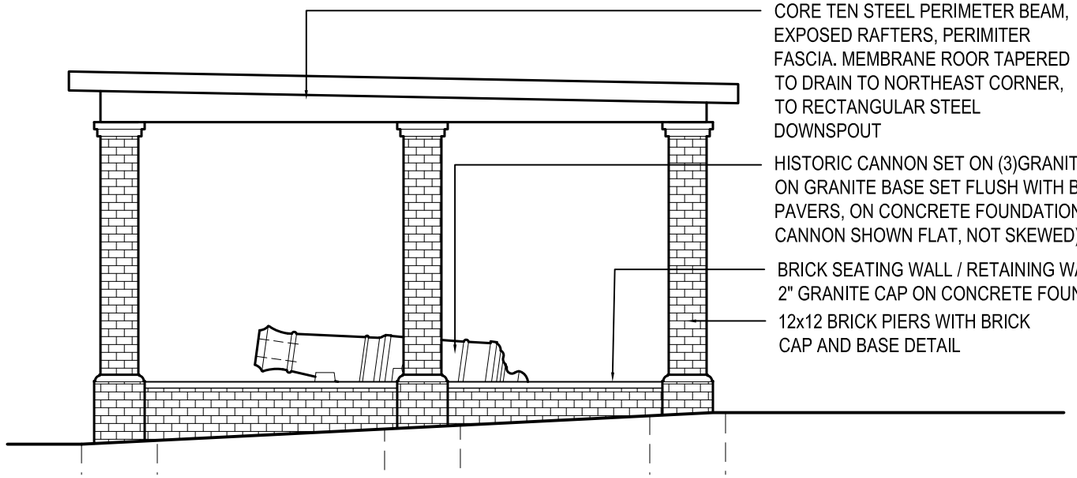
PROJECT NUMBERS: API 2XXX

A2



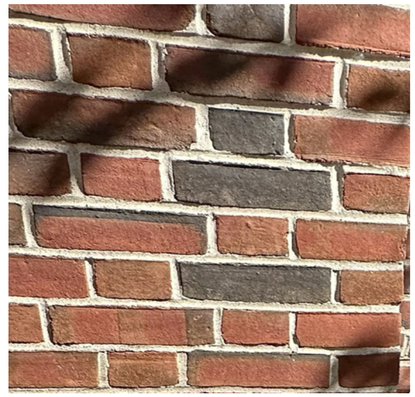
01 CANNON SHELTER - LOOKING EAST
A3

SCALE 0 1' 2' 4' 8'



02 CANNON SHELTER - LOOKING WEST
A3

SCALE 0 1' 2' 4' 8'



BRICK COURSING



CORTEN ROOF



GRANITE COPING / CANNON BASE



BRICK PIERS



BRICK PAVING

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107 south church street
second floor
west chester pa 19382
610 430 7730
cquigley@patterhn-ives.com

CANNON SHELTER ELEVATIONS AND MATERIALS

CANNON SHELTER
CHESTER COUNTY HISTORY CENTER

10-21-24

PROJECT NUMBERS: API 2XXX

A3





01 CCHC - LOOKING NORTHEAST
S1



02 CCHC - LOOKING EAST
S1



04 CCHC - LOOKING WEST - DETAIL
S1



03 CCHC - LOOKING EAST - DETAIL
S1

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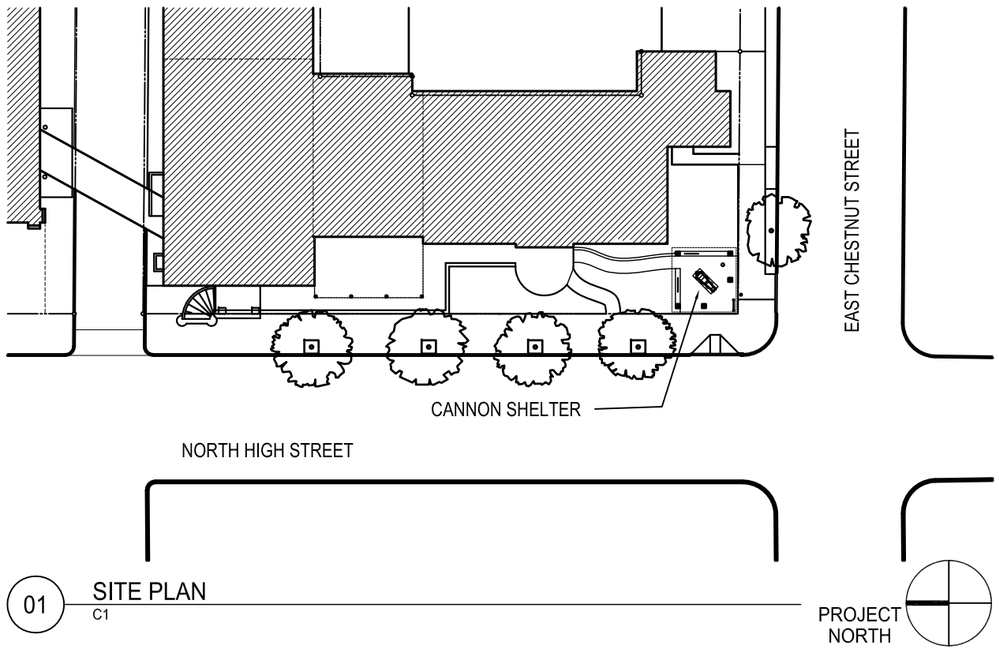
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107 south church street
second floor
west chester pa 19382
610 430 7730
cquigley@patterhn-ives.com

SITE CONTEXT

CANNON SHELTER
CHESTER COUNTY HISTORY CENTER

10-21-24
PROJECT NUMBERS: API 2XXX
S1





01 SITE PLAN
C1

PROJECT NORTH

CANNON SHELTER
AT
CHESTER COUNTY HISTORY CENTER

225 North High Street
West Chester, PA 19380

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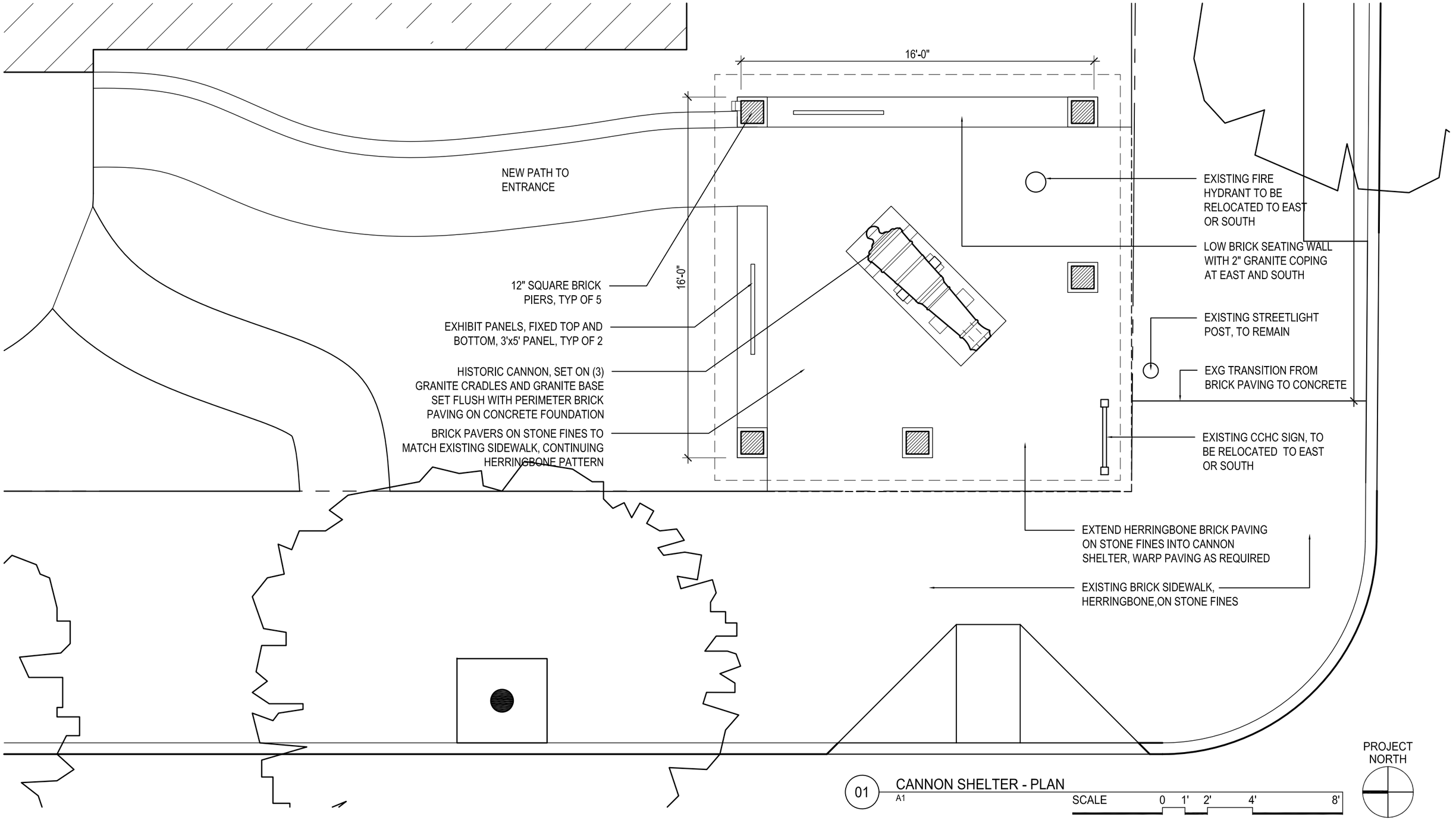
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6 1 0 4 3 0 7 7 3 0
cquigley@patterhn-ives.com

CANNON SHELTER
CHESTER COUNTY HISTORY CENTER

10-21-24

PROJECT NUMBERS: API 2XXX

C1



01 CANNON SHELTER - PLAN
A1

SCALE 0 1' 2' 4' 8'

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patterhn ives llc
107 south church street
second floor
west chester pa 19382
6 1 0 4 3 0 . 7 7 3 0
cquigley@patterhn-ives.com

CANNON SHELTER PLAN

CANNON SHELTER
CHESTER COUNTY HISTORY CENTER

10-21-24

PROJECT NUMBERS: API 2XXX

A1

Application Numbers: 2026-04

APPLICATION FOR CERTIFICATE OF APPROPRIATENESS
Borough of West Chester
Historical and Architectural Review Board

PROJECT ADDRESS: 225 N. High Street

1) ***Date of HARB Review:*** *January 29, 2026*
2) ***Applicant's Proposal:*** *Cannon Pavilion*
3) ***Findings:***

The applicant, Carol Quigley, was present to represent the application and described the project's scope as follows:

- *Cannon Pavillion – The project is to construct a roofed pavilion to house a recently salvaged Revolutionary War cannon cast at the Warwick Furnace in 1776. The cannon will be located at the northeast corner of High and Chestnut Streets in front of the Chester County History Center.*
- *The cannon is positioned on a diagonal at the street corner, pointing southwest toward the center of the intersection. The cannon will be mounted on a large granite base.*
- *The pavilion was designed with five brick piers supporting a metal roof structure fabricated of COR-TEN weathering steel. The two low brick rear enclosing walls provide a backdrop to the cannon at the north and east sides of the pavilion.*
- *The rear low brick walls will have information panels mounted on them with some seating.*
- *The design presentation drawings offered two variations for the piers and roof structure. The first design consists of full height 16-inch square piers supporting a thick, low-slope roof structure. In the second design, the piers are 3/4 height with vertical tubular steel columns extending above to support an open steel frame roof structure.*

The HARB reviewed the application at length and provided the following comments:

- *The cannon monument is an intriguing project that will be a local landmark.*
- *There was much discussion regarding the brick piers and roof. Some thought the pavilion obscured the view of the cannon and it might be better to just install the cannon without a roofed pavilion but just low walls.*
- *Both proposed pavilion designs included five brick piers at the corners of the pavilion. Some were viewed as potentially blocking the views of the cannon from passing automobiles.*
- *Most judged the COR-TEN metal roof material positively. The angled configuration of the roof was discussed regarding a high vs. low slope and should it be flat or pitched.*
- *Installing a pergola instead of a solid roof was suggested. However, the cannon donor's want it protected by a roof. A glass roof was also discussed.*
- *The group agreed the two" front" brick piers were blocking the view of the cannon. It was suggested they might be revised to be simply tubular steel; either full height steel columns or steel columns mounted on low brick piers.*
- *It was suggested that the southwest section (half) of the roof might be cantilevered so the two "front" piers could be eliminated completely to open the view of the cannon.*

4) Recommendations from HARB:

The Board passed a motion of broad support for Application 2026-04, the Chester County History Center project to install a 1776 Revolutionary War cannon and protective pavilion structure on the CCHC property at the northwest corner of High and Chestnut Streets. The HARB is enthusiastic about the project's conceptual design and the significant educational contribution it will make to West Chester and Chester County. The HARB understands that prior to recommending a final COA, further design efforts will be undertaken to enhance the visibility of the cannon by minimizing the visual impact of the pavilion structure. The design team will explore reducing the visibility of the two front columns; and finalizing the roof configuration and enclosing masonry wall details.

Application Numbers: 2026-04

APPLICATION FOR CERTIFICATE OF APPROPRIATENESS
Borough of West Chester
Historical and Architectural Review Board

PROJECT ADDRESS: 225 N. High Street

5) Borough Council's Action and Date

- ❑ Approved per HARB recommendation:
- ❑ Denied for the following reasons:
- ❑ Approved with the following differences from HARB recommendation:

Date of Action Taken: _____ , 2026

Borough Manager's Signature:

RESOLUTION NO. _____

RESOLUTION OF WEST CHESTER BOROUGH ("THE BOROUGH") AUTHORIZING EXECUTION OF A CABLE FRANCHISE AGREEMENT BETWEEN THE BOROUGH AND VERIZON PENNSYLVANIA LLC (THE "FRANCHISEE")

WHEREAS, the Franchisee is a "cable operator" and the Borough is a "local franchising authority" in accordance with Title VI of the Communications Act (see 47 U.S.C. § 522(5), (10)) and the Borough is authorized to grant one or more nonexclusive cable franchises to operate a Cable System within the Borough pursuant to Title VI of the Communications Act;

WHEREAS, the Borough previously granted to the Franchisee a nonexclusive Franchise to install, maintain, extend, and operate a Cable System in the Borough (the "Prior Franchise");

WHEREAS, the Franchisee has operated a Cable System in accordance with the Prior Franchise on its existing Telecommunications Facilities consisting of a Fiber to the Premises Telecommunications Network ("FTTP Network") in the Borough which also transmits Non-Cable Services pursuant to authority granted by applicable state law and Title II of the Communications Act, and which are not subject to Title VI of the Communications Act or any Franchise;

WHEREAS, the Franchisee has requested that the Borough renew the Prior Franchise to provide Cable Service to residents of the Borough;

WHEREAS, pursuant to and in accordance with applicable federal and state law, the Borough undertook a process to determine whether it should renew the Prior Franchise and the terms for such a renewal;

WHEREAS, the Borough has examined the past performance of the Franchisee and has identified the Borough's future cable-related needs and interests;

WHEREAS, following good faith negotiations between the parties, the Borough and the Franchisee have agreed on the terms for a Franchise Renewal Agreement (the "Agreement") under which the Franchisee will continue to operate its Cable System in the Borough; and

WHEREAS, the Borough has determined that the Agreement and the process for consideration of the Agreement complies with all applicable federal, state and local laws and regulations.

NOW THEREFORE, **BE IT RESOLVED** that the Borough Council does hereby approve the Agreement, including all of the terms and conditions contained therein, and does hereby authorize the execution of such Agreement.

RESOLVED this ____ day of _____, 2026.

ATTEST:

WEST CHESTER BOROUGH

_____

_____
President, Borough Council

EXECUTIVE SUMMARY OF CABLE FRANCHISE RENEWAL AGREEMENT WITH VERIZON PENNSYLVANIA LLC
January 2026

Introduction

We are pleased to inform you that the Cohen Law Group ("CLG") has reached agreement with Verizon Pennsylvania LLC ("Verizon") on a new Cable Franchise Renewal Agreement ("Agreement"). As with our firm's negotiations with Verizon in prior cable franchise renewals, the negotiations leading to this Agreement took place in a challenging environment for municipalities. The reason is that the video service industry is even more competitive today than it was during the last negotiation with Verizon five years ago.

The primary source of the competition and a major threat to the cable industry is the continued rise of video streaming services, such as Netflix, Hulu, and Disney+. According to a Pew Research Center survey, 83% of Americans report that they subscribe to one or more streaming services, while only 36% say that they subscribe to cable or satellite services.[1] Nielsen reported in June 2025 that 44% of Americans watched streaming services while only 24% watched cable. This was a significant increase from June 2021, when Nielsen reported that 26% of Americans watched streaming while 39% watched cable.[2] Current law does not permit municipalities to franchise streaming service companies.

A secondary reason is that recent federal funding for broadband expansion has also increased cable competition in Pennsylvania. The now-completed Broadband Infrastructure Program (BIP) and the ongoing Broadband Equity, Access and Deployment (BEAD) grant process have provided significant funding for broadband service providers, some of which also provide cable television service, to expand their networks. Some broadband providers that have received grant funding are also choosing to offer cable service. This has further increased cable competition for Verizon in certain geographical areas.

It was within this climate of increased cable competition that CLG negotiated a cable franchise renewal agreement with Verizon. While much of our negotiation involved fighting to retain the benefits in your current franchise agreement, we are also pleased to report that we were able to secure several key improvements to your current agreement.

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[1] Pew Research Center, *American Trends Panel* (July 2025). Pew further reported that 64% of Americans aged 65 and older state they subscribe to cable or satellite television. Cable or satellite viewers comprised 44% of those aged 50-64, 23% of those aged 30-49 and 16% ages 18-29.
[2] Nielsen, *The Gauge* (June 2021, June 2025)

The following is a summary of the major provisions contained in the Agreement. While there are many other important provisions in the Agreement, this summary addresses only those items we feel are most important to your municipality. The Agreement is, of course, subject to the approval by your local governing body.

1. Franchise Fees (Section 6.1)

As with your current Verizon agreement, the new Agreement allows your municipality to assess a franchise fee of up to five percent (5%) of the cable operator's "gross revenue" received from cable services derived from the municipality. The percentage in the new Agreement is the same as in your current Verizon agreement. We negotiated to expand the definition of "gross revenue" in the new Agreement, however, such that it includes 27 enumerated revenue sources, which is 5 more than the 22 revenue sources in your current agreement.

Examples of new revenue sources subject to the franchise fee include broadcast retransmission fees and service plan protection fees. The "gross revenue" list also includes a "catch all" item to capture future revenue sources that are not in existence today, but may arise during the term of the Agreement. As with the current agreement, franchise fees in the new Agreement are payable on a quarterly basis and are subject to interest at six percent (6%) if they are not paid on time. All franchise fees are passed through to cable subscribers as a separate line item on their bills.

2. Franchise Fee Accountability (Sections 6.3, 6.4)

One of the most unaccounted-for line items in the revenue portion of your municipal budget is franchise fees. Verizon and your incumbent cable operator submit quarterly checks (or electronic deposits) to your municipality, but it is impossible to know whether the amounts on the checks are accurate without further investigation. As such, we strongly recommend periodic franchise fee audits of your cable operators.

As with your current agreement, the new Agreement authorizes your municipality to conduct an audit of Verizon to ensure the accurate payment of franchise fees. The audit is subject to a four-year "look back" period, meaning you are able to review the previous four years of franchise fee payments when conducting an audit. Verizon is required to pay six percent (6%) interest in addition to any underpayments. If the audit reveals underpayments of five percent (5%) or more, then Verizon must also reimburse the municipality up to $8,000 for the cost of the audit. The current agreement limits this reimbursement to $3,000.

Based on our firm's experience in conducting numerous franchise fee audits of Verizon, we negotiated heavily for a more efficient audit process that is fair to both sides. The Agreement requires Verizon to provide all records requested by the municipality within 45 days of the request. This will accelerate the audit process, as the current agreement does not include a time frame for production of audit materials by Verizon. Verizon also agreed to provide such records through a "secure electronic communication" rather than in person at a "designated [Verizon] office" as

provided in the current agreement.[3] The audit must be completed within 180 days of the receipt of all requested documents. Finally, Verizon tried to impose a "competitive equity" requirement such that the municipality could not conduct an audit of Verizon without also auditing the incumbent cable operator. After we objected, Verizon agreed to drop this request.

3. Cable Services to Community Facilities (Section 3.4)

The Agreement restructures and clarifies the section on cable services to municipal facilities, schools, and public libraries. Due to the uncertainty surrounding the Federal Communications Commission's ("FCC's") Third Report and Order (2019) and the decision of the Sixth Circuit Court of Appeals (2021) regarding the Order, your current agreement does not clearly state whether Verizon is required to provide free services to such facilities. The Order required that "in-kind contributions" to municipalities, including cable services, be treated as franchise fees. As such, it found that the cost of such services may be offset against franchise fee revenue. The Sixth Circuit, however, held that such in-kind services must be valued at the cable operator's "marginal cost" rather than its "retail rate-card" price, the latter of which is significantly higher.

Given this clarification by the Sixth Circuit Court, the Agreement clearly states that Verizon must provide free cable service to municipal facilities, schools and public libraries within 90 days of a written request by the municipality.[4] If Verizon decides in the future to charge for this service, it must provide written notice to the municipality, may only charge its marginal cost and must provide "reasonable detail sufficient to substantiate the marginal cost and the amount due." Note that, since the Sixth Circuit decision in 2021, no known cable operator, including Verizon, has stated its marginal cost for providing cable service to community facilities. Please note that the free service does not include internet service.

4. Customer Service Standards (Exhibit B)

The Agreement includes a set of comprehensive, quantifiable, and enforceable customer service standards. These standards adopt the recommendations of the FCC, which are not enforceable unless they are included in a franchise agreement, and also add certain additional requirements that benefit your residents. The customer service standards include, but are not limited to, the following:

- Telephone answering time limits for customer service representatives, including the requirement that Verizon measure compliance if there are customer complaints;
- Time limits for commencing installation, service interruption, and repair work;
- A four-hour "appointment window" for service calls and restrictions on technicians cancelling appointments with customers;
- Credits for service interruptions of four or more hours upon request;
- Requirements that bills be clear and fully itemized, and that Verizon may not impose late fees on a customer who disputes a bill in good faith until the dispute is resolved;

[3] Note that Verizon's release of financial records and other information pertinent to the audit must follow the signing of a non-disclosure agreement.

[4] The facilities must be located within 200 feet of a Verizon distribution line. The free service is Verizon's Basic Service package and includes one cable drop.

- Customer complaint procedures and time frames for responding to customer complaints;
- Requirements that employees of Verizon and its contractors who visit residences must wear a "clearly visible ID card" and that every service vehicle of Verizon or its contractors must be "clearly identified as such to the public."
- Requirements that must be met prior to Verizon disconnecting cable service to a subscriber.

5. Reporting and Records Requirements (Sections 6.2, 8.2)

As with the current agreement, the new Agreement requires Verizon to send the municipality a quarterly, line-item franchise fee report. In addition, Verizon must keep the following specific records that may be inspected by the municipality: 1) records of all written "complaints" regarding any aspect of Verizon's cable service or cable system; 2) records of all "significant outages" as defined in the Agreement; 3) records of service calls for repair or maintenance; and 4) records of installation/reconnection activities and requests for service extensions. The municipality also has the right to inspect Verizon's records pertaining to the Agreement or any aspect of its cable service. Verizon must retain the records for at least four years.

6. Educational and Governmental Channels (Section 5)

Federal law grants municipalities the right to dedicated channel space for public, educational and governmental ("PEG") channels. The Agreement reserves the right for the municipality to obtain up to two educational and governmental ("EG") channels from Verizon to be used for programming related to educational and/or governmental activities. The municipality would have complete control over the content, scheduling, and administration of the channel, and may delegate these functions, or a portion of these functions, to a designated access administrator, such as the School District.

If the municipality activates a channel or channels, Verizon will provide the wires and other signal distribution equipment so that programming can originate from the selected video origination location and be distributed over the cable system. In the Agreement, Verizon is required to maintain these wires and equipment "in good working order." The Agreement also requires the technical specifications of the channel(s) to be comparable to the technical specifications used for commercial channels.

7. Unilateral Termination (Section 2.4)

As with your current agreement, the new Agreement includes a unilateral termination provision. Verizon initially insisted upon the right to terminate the Agreement upon 60 days' written notice to the municipality. The reason for this request is consistent with the issues discussed in the introduction above—namely, the rise of video streaming services and increased competition in the cable industry. It is possible that these developments, combined with Verizon's internal business priorities, could in the future cause the company to cease its cable operations.

Recognizing that, if Verizon decides to terminate its cable business, there is little the municipality could do to stop it, we pushed for the longest possible notice period. An appropriate

notice period would give Verizon subscribers the time to switch to Comcast or another video provider prior to termination. It would also ensure that the municipality would not suffer an abrupt drop in franchise fee revenue from Verizon before receiving increased franchise fees from the incumbent cable provider due to the newly migrated subscribers.

In the end, Verizon agreed to a requirement that it must give written notice to the municipality at least 12 months prior to any termination. We also attempted to insert a condition based on a specific loss of subscribers before Verizon could terminate—similar to that in the current agreement—but Verizon had no appetite for such a condition. We can confidently state that the 12-month notice period is as far as Verizon is willing to go regarding this issue.

8. Competitive Equity (Section 2.5)

Like Comcast and other incumbent cable operators, Verizon insisted on a competitive equity provision to ensure that the municipality does not grant a separate franchise to another company that is more favorable to that company than this Agreement is to Verizon. As with your current agreement, we insisted upon and Verizon agreed that the competitive equity provision will trigger only if the municipality enters into another franchise agreement with a "video service provider (VSP)" and that agreement "taken as a whole upon consideration of all of its material obligations, is materially less burdensome than the terms imposed by this Franchise."[5] The term "VSP" applies to wired companies that offer video services in the municipality and use the public rights-of-way. It does not apply to wireless companies.

If Verizon believes there is a lack of equity with the other VSP agreement, then it may notify the municipality and, within 60 days of such notice, the parties must begin negotiations to modify the Agreement to create "reasonable competitive equity" between Verizon and the other VSP. If the parties cannot reach agreement, then either party may request mediation or, if both parties agree, they may submit the matter to arbitration. Initially, Verizon wanted the right to terminate the Agreement altogether if the parties could not reach agreement on modifications to the Agreement, but we refused. Verizon dropped this request.

9. Length of Franchise Term (Section 2.3)

Verizon insisted on a 5-year term for this Agreement, stating that it does not want to be locked into a longer term (despite the "unilateral termination" provision described above). According to Verizon attorneys, no local government in the United States has negotiated a longer renewal term than 5 years. From the beginning of the negotiations, Verizon's attorneys said that this item was non-negotiable. As such and as with your current agreement, the length of term in this Agreement is 5 years.

Thank you for the opportunity to present this summary of the major provisions of the Agreement. Please do not hesitate to contact either of us directly if you have any questions or concerns.

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[5] The provision also applies to "changes in federal, state, or local law that reduces any material financial and/or operational obligation that the municipality has required from or imposed upon a VSP…"

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CABLE FRANCHISE RENEWAL AGREEMENT

BETWEEN

WEST CHESTER BOROUGH

AND

VERIZON PENNSYLVANIA LLC

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THIS CABLE FRANCHISE RENEWAL AGREEMENT (the "Franchise" or "Agreement") is entered into on _____ (the "Effective Date" as set forth in Section 2.3) by and between WEST CHESTER BOROUGH, Chester County, a validly organized and existing political subdivision of the Commonwealth of Pennsylvania (the "Borough"), and VERIZON PENNSYLVANIA LLC, a limited liability company duly organized under the applicable laws of the State of Delaware (the "Franchisee").

WHEREAS, the Franchisee is a "cable operator" and the Borough is a "franchising authority" in accordance with Title VI of the Communications Act (*see* 47 U.S.C. §§ 522(5), 522(10)) and the Borough is authorized to grant one (1) or more nonexclusive cable franchises to operate a Cable System within the Borough pursuant to Title VI of the Communications Act;

WHEREAS, the Borough granted to the Franchisee, effective as of March 3, 2021, a nonexclusive renewal franchise to own, construct, maintain, extend, and operate a Cable System in the Borough for a term of five (5) years (the "Current Franchise");

WHEREAS, the Franchisee has operated a Cable System in accordance with the Current Franchise as of the Effective Date on its existing Telecommunications Facilities consisting of a Fiber to the Premise Telecommunications Network ("FTTP Network") in the Borough which also transmits Non-Cable Services pursuant to authority granted by applicable state law and Title II of the Communications Act, and which Non-Cable Services are not subject to Title VI of the Communications Act or this Agreement;

WHEREAS, the Franchisee has requested that the Borough renew the Franchisee's Current Franchise to provide Cable Service to residents of the Borough;

WHEREAS, pursuant to and in accordance with applicable federal and state law, the Borough undertook a process to determine whether it should renew the Current Franchise and the terms for such a renewal;

WHEREAS, the Borough has examined the past performance of the Franchisee, has determined that the Franchisee is and has been in material compliance with the Current Franchise, and has identified the Borough's future cable-related needs and interests in accordance with applicable law;

WHEREAS, following good faith negotiations between the parties, the Borough and the Franchisee have agreed on the terms for a franchise renewal agreement under which the Franchisee will continue to operate its Cable System in the Borough; and

WHEREAS, the Borough has determined that this Agreement and the process for consideration of this Agreement complies with all applicable federal, state and local laws and regulations.

NOW, THEREFORE, in consideration of the Borough's grant of a renewal franchise to the Franchisee, the Franchisee's promise to continue to provide Cable Service to residents of the Borough pursuant to and consistent with the Communications Act (as hereinafter defined), pursuant to the terms and conditions set forth herein, the promises and undertakings herein, and

other good and valuable consideration, the receipt and the adequacy of which are hereby acknowledged,

THE SIGNATORIES DO HEREBY AGREE AS FOLLOWS:

1. DEFINITIONS

Except as otherwise provided herein, the definitions and word usages set forth in the Communications Act (as hereinafter defined) are incorporated herein and shall apply in this Agreement. In addition, the following definitions shall apply:

1.1 *Access Channel*: A video Channel that the Franchisee shall make available to the Borough without charge for educational or governmental use for the transmission of Video Programming as directed by the Borough.

1.2 *Affiliate:* Any Person who, directly or indirectly, owns or controls, is owned or controlled by, or is under common ownership or control with, the Franchisee.

1.3 *Basic Service:* Any service tier that includes the retransmission of local television broadcast signals as well as the EG Channel(s) required by this Franchise.

1.4 *Borough*: The incorporated area (entire existing territorial limits) of the Borough and such additional areas as may be included in the corporate (territorial) limits of the Borough during the term of this Franchise.

1.5 *Cable Service* or *Cable Services:* Shall be defined herein as it is defined under Section 602 of the Communications Act, 47 U.S.C. § 522(6), as may be amended, which currently states: "(A) the one-way transmission to subscribers of (i) video programming, or (ii) other programming service, and (B) subscriber interaction, if any, which is required for the selection or use of such video programming or other programming service."

1.6 *Cable System* or *System:* Shall be defined herein as it is defined under Section 602 of the Communications Act, 47 U.S.C. § 522(7), as may be amended, which currently states: "a facility, consisting of a set of closed transmission paths and associated signal generation, reception, and control equipment that is designed to provide cable service which includes video programming and which is provided to multiple subscribers within a community, but such term does not include (A) a facility that serves only to retransmit the television signals of 1 or more television broadcast stations; (B) a facility that serves subscribers without using any public right-of-way; (C) a facility of a common carrier which is subject, in whole or in part, to the provisions of [T]itle II of this Act, except that such facility shall be considered a cable system (other than for purposes of section 621(c)) to the extent such facility is used in the transmission of video programming directly to subscribers, unless the extent of such use is solely to provide interactive on-demand services; (D) an open video system that complies with section 653 of this title; or (E) any facilities of any electric utility used solely for operating its electric utility systems."

1.7 *Channel:* Shall be defined herein as it is defined under Section 602 of the Communications Act, 47 U.S.C. § 522(4), as may be amended, which currently states: "a portion

of the electromagnetic frequency spectrum which is used in a cable system and which is capable of delivering a television channel (as television channel is defined by the [FCC] by regulation)."

1.8 *Communications Act*: The Communications Act of 1934, as may be amended.

1.9 *Complaint*: Any written communication, including electronic mail, by a Subscriber expressing dissatisfaction with any aspect of the Franchisee's Cable System or Cable Service operations in the Borough.

1.10 *Control:* The ability to exercise *de facto* or *de jure* control over day-to-day policies and operations or the management of the Franchisee's affairs.

1.11 *Customer Service Standards:* The standards for customer service as set forth in Exhibit B.

1.12 *Educational Access Channel*: An Access Channel available for the use of the local schools in the Borough.

1.13 *Effective Date*: Shall mean the date on which the Borough signs this Agreement.

1.14 *EG*: Educational or Governmental.

1.15 *FCC*: The United States Federal Communications Commission, or successor governmental entity thereto.

1.16 *Fiber to the Premise Telecommunications Network* or *FTTP Network*: The Franchisee's network that transmits Non-Cable Services pursuant to the authority granted under the laws of the Commonwealth of Pennsylvania and under Title II of the Communications Act, which Non-Cable Services are not subject to Title VI of the Communications Act or this Agreement, and which provides Cable Services from the operation of a Cable System.

1.17 *Force Majeure*: An event or events reasonably beyond the ability of the Franchisee to anticipate and control. This includes, but is not limited to, the following: severe or unusual weather conditions; labor strikes and slowdowns; war or act of war (whether an actual declaration of war is made or not); insurrection, riots, or act of public enemy, including terrorist attacks; orders of the government of the United States or the Commonwealth of Pennsylvania; actions or inactions of any government instrumentality or public utility other than the Franchisee (including condemnation to the extent not foreseeable); major accidents for which the Franchisee is not responsible; fire, flood, epidemics, pandemics, public health emergencies, or other acts of God; or work delays caused by waiting for utility providers to service utility poles to which the Franchisee's FTTP Network is attached and the unavailability of materials and/or qualified labor to perform the work necessary to the extent that such unavailability of materials and/or qualified labor was reasonably beyond the ability of the Franchisee to foresee or control.

1.18 *Franchisee:* Verizon Pennsylvania LLC, and its lawful and permitted successors, assigns, and transferees.

1.19 *Government Access Channel*: An Access Channel available for the use of the Borough for governmental purposes.

1.20 *Gross Revenue:* All revenue, as determined in accordance with generally accepted accounting principles, which is derived by the Franchisee or its Affiliates, from the operation of the Cable System to provide Cable Service in the Borough including, but not limited to:

(1) Basic Service fees;

(2) fees charged to Subscribers for any service tier other than Basic Service;

(3) fees charged to Subscribers for premium Cable Services;

(4) fees charged to Subscribers for all Cable Service digital video tiers;

(5) fees charged to Subscribers for video-on-demand and pay-per-view Cable Services;

(6) fees charged to Subscribers for any optional, per-channel or per-program Cable Services;

(7) revenues from the provision of any other Cable Services;

(8) charges for installation, additional outlets, relocation, disconnection, reconnection and change-in-service fees for Video Programming;

(9) fees for changing any level of Cable Service programming;

(10) fees for service calls;

(11) Cable Service plan protection fees;

(12) convenience fees;

(13) early termination fees (solely to the extent such early termination fee can be proportionately attributable to Cable Service);

(14) fees for leasing of Channels;

(15) rental of any and all Subscriber equipment, including digital video recorders, converters and remote control devices;

(16) advertising revenues (on a pro rata basis) as set forth herein;

(17) revenues from the sale or rental of Subscriber lists;

(18) revenues or commissions received from the carriage of home shopping channels (on a pro rata basis as set forth herein) subject to Subsection 1.20.5 below;

(19) fees for music services that are Cable Services over the Cable System;

(20) fees for DVR Cable Services;

(21) regional sports programming fees;

(22) broadcast retransmission fees;

(23) late payment fees;

(24) billing and collection fees;

(25) NSF check charges;

(26) franchise fees collected from Subscribers for the provision of Cable Services over the Cable System in the Borough; and

(27) forgone revenue that the Franchisee chooses not to receive in exchange for trades, barters, services, or other items of value consistent with Subsection 1.20.8 below.

For the avoidance of doubt, advertising revenues shall include the amount of the Franchisee's gross advertising revenue calculated in accordance with generally accepted accounting principles (i.e., without deducting commissions paid to independent third parties). Advertising and home shopping revenue, as described in Sections 1.20(16) and 1.20(18) above, is based upon the ratio of the number of the Franchisee's Subscribers in the Borough as of the last day of the period for which Gross Revenue is being calculated to the number of the Franchisee's Subscribers within all areas covered by the particular revenue source as of the last day of such period. By way of illustrative example, the Franchisee sells two ads: Ad "A" is broadcast nationwide; Ad "B" is broadcast only within Pennsylvania. The Franchisee has 100 Subscribers in the Borough, 500 Subscribers in Pennsylvania, and 1,000 Subscribers nationwide. Gross Revenue as to the Borough from Ad "A" is ten percent (10%) of the Franchisee's revenue therefrom. Gross Revenue as to the Borough from Ad "B" is twenty percent (20%) of the Franchisee's revenue therefrom.

Gross Revenue shall not include:

1.20.1 Revenues received by any Affiliate or other Person in exchange for supplying goods or services used by the Franchisee to provide Cable Service over the Cable System;

1.20.2 Bad debts written off by the Franchisee in the normal course of its business; provided, however, that bad debt recoveries shall be included in Gross Revenue during the period collected;

1.20.3 Refunds, rebates, or discounts made to Subscribers or other third parties;

1.20.4 Any revenues classified, in whole or in part, as Non-Cable Services revenue under federal or state law including, without limitation, revenue received from Telecommunications Services; revenue received from Information Services including, without limitation, Internet Access service, electronic mail service, internet-derived electronic bulletin board service, or similar online computer services; charges made to the public for commercial or cable television that is used for two-way communication that is classified as Non-Cable Services; and any other revenues classified as Non-Cable Services in accordance with applicable laws or regulations;

1.20.5 Any revenue of the Franchisee or any other Person that is received directly from the sale of merchandise through any Cable Service distributed over the Cable System, notwithstanding that portion of such revenue which represents or can be attributed to a Subscriber fee or a payment for the use of the Cable System for the sale of such merchandise, which portion shall be included in Gross Revenue;

1.20.6 The sale of Cable Services on the Cable System for resale in which the purchaser is required to collect cable franchise fees from purchaser's customer;

1.20.7 Any tax of general applicability imposed upon the Franchisee or upon Subscribers by a local, state, federal, or any other governmental entity and required to be collected by the Franchisee and remitted to the taxing entity (including, but not limited to, sales/use tax, gross receipts tax, excise tax, utility users tax, public service tax, communication taxes, and non-cable franchise fees);

1.20.8 Any forgone revenue that the Franchisee chooses not to receive in exchange for its provision of free or reduced cost cable or other communications services to any Person including, without limitation, employees of the Franchisee and public institutions or other institutions designated in this Franchise; provided, however, that such forgone revenue that the Franchisee chooses not to receive in exchange for trades, barters, services, or other items of value shall be included in Gross Revenue;

1.20.9 Sales of capital assets or sales of surplus equipment that are not deemed to be a Cable Service;

1.20.10 Program launch fees;

1.20.11 Directory or Internet advertising revenue including, but not limited to, yellow page, white page, banner advertisement, and electronic publishing; and

1.20.12 Any fees or charges collected from Subscribers or other third parties for any EG Grant required by this Franchise.

1.21 *High Definition* or *HD:* Format for digital television transmission with video transmitted in at least a 16:9 aspect ratio with a resolution of at least 720p or 1080i.

1.22 *Information Services*: Shall be defined herein as it is defined under Section 3 of the Communications Act, 47 U.S.C. § 153(24), as may be amended, which currently states: "the offering of a capability for generating, acquiring, storing, transforming, processing, retrieving, utilizing, or making available information via telecommunications, and includes electronic publishing, but does not include any use of any such capability for the management, control, or operation of a telecommunications system or the management of a telecommunications service."

1.23 *Internet Access*: Broadband access service that enables Subscribers to access the Internet.

1.24 *Non-Cable Services*: Any service that is not a Cable Service as defined herein including, but not limited to, Information Services and Telecommunications Services.

1.25 *Normal Operating Conditions*: Those service conditions that are within the control of the Franchisee. Those conditions that are not within the control of the Franchisee include, but are not limited to, natural disasters, civil disturbances, power outages, telephone network outages, and severe or unusual weather conditions. Those conditions that are ordinarily within the control of the Franchisee include, but are not limited to, special promotions, pay-per-view events, rate increases, regular peak or seasonal demand periods, and maintenance or rebuild of the Cable System. *See* 47 C.F.R. § 76.309(c)(4)(ii).

1.26 *Person*: An individual, partnership, association, joint stock company, trust, corporation, limited liability company, or governmental entity.

1.27 *Public Access Channel*: An Access Channel available for the non-commercial use by the residents in the Borough.

1.28 *Public Rights-of-Way*: The surface and the area across, in, over, along, upon, and below the surface of the public streets, roads, bridges, sidewalks, lanes, courts, ways, alleys, and boulevards, including public utility easements and public lands and waterways used as Public Rights-of-Way, as the same now or may hereafter exist, which are under the jurisdiction or control of the Borough. Public Rights-of-Way do not include the airwaves above a right-of-way with regard to cellular or other wireless communications or broadcast services.

1.29 *Service Area*: All portions of the Borough where Cable Service is being offered.

1.30 *Service Interruption:* The loss of picture or sound on one (1) or more cable Channels.

1.31 *Standard Definition* or *SD*: Format for digital television transmission with video transmitted in a 4:3 aspect ratio with a resolution of at least 480i.

1.32 *Subscriber*: A Person who lawfully receives Cable Service over the Cable System with the Franchisee's express permission.

1.33 *Telecommunications Facilities*: The Franchisee's existing Telecommunications Services and Information Services facilities and its FTTP Network facilities.

1.34 *Telecommunications Services:* Shall be defined herein as it is defined under Section 3 of the Communications Act, 47 U.S.C. § 153(53), as may be amended, which currently states: "the offering of telecommunications for a fee directly to the public, or to such classes of users as to be effectively available directly to the public, regardless of the facilities used."

1.35 *Title II*: Title II of the Communications Act, Common Carriers, as may be amended, which governs the provision of Telecommunications Services.

1.36 *Title VI*: Title VI of the Communications Act, Cable Communications, as may be amended, which governs the provision of Cable Services by the Franchisee.

1.37 *Transfer of the Franchise*:

1.37.1 Any transaction in which:

1.37.1.1 the right, title, control or other interest in the Franchisee is transferred, directly or indirectly, from one (1) Person or group of Persons to another Person or group of Persons, so that control of the Franchisee is transferred; or

1.37.1.2 at least thirty percent (30%) of the equitable ownership of the Franchisee is transferred or assigned; or

1.37.1.3 the rights held by the Franchisee pursuant to this Agreement are transferred or assigned to another Person or group of Persons.

1.37.2 Notwithstanding Subsection 1.37.1 above, a Transfer of the Franchise shall not include transfer of an ownership or other interest in the Franchisee to the parent of the Franchisee or to another Affiliate of the Franchisee; transfer of an interest in this Franchise or the rights held by the Franchisee under this Franchise to the parent of the Franchisee or to another Affiliate of the Franchisee; any action that is the result of a merger of the parent of the Franchisee; or any action that is the result of a merger of another Affiliate of the Franchisee.

1.38 *Video Programming:* Shall be defined herein as it is defined under Section 602 of the Communications Act, 47 U.S.C. § 522(20), as may be amended, which currently states: "programming provided by, or generally considered comparable to programming provided by, a television broadcast station."

1.39 *Video Service Provider* or *VSP:* Any entity using wired facilities occupying a substantial portion of the Public Rights-of-Way as the primary means of delivery to provide Video Programming services to multiple subscribers within the territorial boundaries of the Borough. A VSP shall include any entity that provides Cable Services or Video Programming services within the territorial boundaries of the Borough.

2. GRANT OF AUTHORITY; LIMITS AND RESERVATIONS

2.1 *Grant of Authority*: Subject to the terms and conditions of this Agreement and applicable laws and regulations, the Borough hereby grants to the Franchisee the right to own, construct, operate, and maintain a Cable System to provide Cable Services along the Public Rights-of-Way within the Borough. No privilege or power of eminent domain is bestowed or waived by this grant or by this Agreement.

2.2 *The Borough's Regulatory Authority*: The parties recognize that the Franchisee's FTTP Network has been constructed and is operated and maintained as an upgrade to and/or extension of its existing Telecommunications Facilities for the provision of Non-Cable Services. The jurisdiction of the Borough over the Franchisee's Telecommunications Facilities is governed by federal and state law, and the Borough will not assert jurisdiction over the Franchisee's FTTP Network in contravention of those laws. Therefore, as provided in Section 621(b)(3)(A) of the Communications Act, 47 U.S.C. § 541(b)(3)(A), the Borough's regulatory authority under Title VI of the Communications Act is not applicable to the construction, installation, maintenance, or operation of the Franchisee's FTTP Network to the extent the FTTP Network uses the Franchisee's existing Telecommunications Facilities for the provision of Non-Cable Services. This Agreement shall not be construed to limit whatever existing regulatory authority the Borough may have under federal and state law with respect to the FTTP Network facilities.

2.3 *Term:* This Franchise shall become effective on _____ (the "Effective Date"). The term of this Franchise shall be five (5) years from the Effective Date until _____, unless the Franchise is earlier terminated by the Franchisee pursuant to the terms of Section 2.4 of this Agreement or is revoked by the Borough pursuant to Section 12.5 of this Agreement.

2.4 *Termination Generally*: Notwithstanding any provision herein to the contrary, the Franchisee may terminate this Franchise and all obligations hereunder at any time during the term of this Franchise for any reason, in the Franchisee's sole discretion, upon twelve (12) months' written notice to the Borough.

2.5 *Modification Based on VSP Requirements; Competitive Equity:*

2.5.1 If there is a change in federal, state, or local law that reduces any material financial and/or operational obligation that the Borough has required from or imposed upon a VSP, or if the Borough enters into any franchise, agreement, license, or grant of authorization with a VSP to provide Video Programming services to residential subscribers in the Borough and the franchise, agreement, license or grant of authorization, taken as a whole upon consideration of all of its material obligations, is materially less burdensome than the terms imposed by this Franchise, then the Franchisee and the Borough shall, within sixty (60) days of the Borough's receipt of the Franchisee's written notice, commence negotiations to modify this Franchise to create reasonable competitive equity between the Franchisee and such other VSP(s).

2.5.2 The Franchisee's notice pursuant to Subsection 2.5.1 shall specify either the change in law or the lesser burden in an authorization to a competitive VSP and

the resulting change in obligations. The Franchisee shall respond to reasonable information requests from the Borough, as may be necessary to review the change in obligations resulting from the cited law or the alleged lesser burden.

2.5.3 In the event the parties do not reach mutually acceptable agreement on a modification requested by the Franchisee, the Franchisee shall, at any time and in its sole discretion, have the option of exercising either of the following actions:

2.5.3.1 if agreed by both parties, submitting the matter to binding commercial arbitration by a mutually-selected arbitrator in accordance with the rules of the American Arbitration Association; or

2.5.3.2 submitting the matter to mediation by a mutually-acceptable mediator.

2.6 *Grant Not Exclusive:* This Franchise and the rights granted herein to use and occupy the Public Rights-of-Way to provide Cable Services shall not be exclusive, and the Borough reserves the right to grant other franchises for similar uses or for other uses of the Public Rights-of-Way, or any portions thereof, to any Person, or to make any such use itself, at any time during the term of this Franchise. Any such rights that are granted shall not materially interfere with existing facilities of the Cable System or the Franchisee's FTTP Network.

2.7 *Franchise Subject to Federal, State, and Local Law:* Notwithstanding any provision to the contrary herein, this Franchise is subject to and shall be governed by all applicable provisions of federal, state, and local laws and regulations.

2.8 *No Waiver*:

2.8.1 The failure of the Borough on one (1) or more occasions to exercise a right or to require compliance or performance under this Franchise, the Communications Act, or any other applicable state or federal law shall not be deemed to constitute a waiver of such right or a waiver of compliance or performance by the Borough, nor to excuse the Franchisee from complying or performing, unless such right or such compliance or performance has been specifically waived in writing.

2.8.2 The failure of the Franchisee on one (1) or more occasions to exercise a right under this Franchise or applicable law, or to require performance under this Franchise, shall not be deemed to constitute a waiver of such right or of performance by the Franchisee, nor shall it excuse the Borough from performance, unless such right or performance has been specifically waived in writing.

2.9 *Construction of Agreement*:

2.9.1 The provisions of this Franchise shall be liberally construed to effectuate their objectives.

2.9.2 Nothing herein shall be construed to limit the scope or applicability of Section 625 of the Communications Act, 47 U.S.C. § 545.

2.9.3 Should any change to federal, state or local law have the lawful effect of materially altering the terms and conditions of this Agreement making it commercially impracticable for the Franchisee to continue the provision of Cable Services in the Borough, then the parties shall modify this Franchise to the mutual satisfaction of both parties to ameliorate the negative effects on the Franchisee and the Borough of the material alteration. Any modification to this Franchise shall be in writing and signed by both parties. If the parties cannot reach agreement on the above-referenced modification to this Franchise, then upon either party's initiative, the parties agree to submit the matter to binding arbitration in accordance with the commercial arbitration rules of the American Arbitration Association.

2.10 *Police Powers*: Nothing in this Franchise shall be construed to prohibit the reasonable, necessary, and lawful exercise of the police powers of the Borough. The Borough shall not subject the Franchisee to any ordinances or regulations that are in material conflict with this Franchise.

2.11 *Compliance with Federal and State Privacy Laws*: The Franchisee shall comply with the privacy provisions of Section 631 of the Communications Act, 47 U.S.C. § 551, and all other applicable federal and state privacy laws and regulations. The parties agree that, during the term hereof, the Franchisee shall not be subject to any local laws or ordinances which, directly or indirectly, conflict with or exceed the scope of such applicable federal and/or state privacy laws.

2.12 *Permits:* Nothing herein shall be construed to limit the Borough's lawful authority to require permits and applicable fees for certain activities in the Public Rights-of-Way; provided, however, that the Franchisee shall not be required to obtain permits for Cable Service drops for individual Subscribers.

3. PROVISION OF CABLE SERVICE

3.1 *Service Area*: Subject to the issuance of all necessary permits by the Borough, the Franchisee shall offer Cable Service to all residential households in the Service Area, and may make Cable Service available to businesses in the Service Area, except: (A) for periods of Force Majeure; (B) for periods of unreasonable delay caused by the Borough; (C) for periods of delay resulting from the Franchisee's inability to obtain authority to access rights-of-way in the Service Area; (D) in areas where developments, buildings or other residential dwelling units are subject to claimed exclusive arrangements with other providers; (E) in areas, developments, buildings or other residential dwelling units where the Franchisee cannot gain access under reasonable terms and conditions after good faith negotiation, as reasonably determined by the Franchisee; (F) in areas, developments, buildings or other residential dwelling units where the Franchisee is unable to provide Cable Service for technical reasons or which require non-standard facilities which are not available on a commercially reasonable basis including, but not limited to, circumstances where the Franchisee cannot access the areas, developments, buildings or other residential dwelling units by using the Franchisee's existing network pathways and which would thus require the construction of new trunk, feeder, or distribution lines; (G) in areas where the occupied residential household density does not meet the density requirements set forth in Section 3.2; and (H) in areas, developments, buildings or other residential dwelling units that are not habitable as of the Effective Date.

3.2 *Density Requirement*: Subject to Section 3.1 above, the Franchisee shall make Cable Services available to residential dwelling units in all areas of the Service Area where the minimum density is thirty (30) occupied residential dwelling units per mile as measured in strand footage from the nearest technically feasible point on the active FTTP Network trunk or feeder line. Should, through new construction, an area within the Borough meet the density requirement as set forth herein, the Franchisee shall make commercially reasonable efforts, as determined by the Franchisee, to provide Cable Service to such area within twelve (12) months of receiving notice from the Borough that the density requirement has been met.

3.3 *Availability of Cable Service*: The Franchisee shall make Cable Service available to all residential dwelling units and may make Cable Service available to businesses within the Service Area in conformance with Section 3.1, and the Franchisee shall not discriminate between or among any individuals in the availability of Cable Service. In the areas in which the Franchisee shall provide Cable Service, the Franchisee shall be required to connect, at the Franchisee's expense, other than a standard installation charge, all residential dwelling units that are within two hundred (200) feet of trunk or feeder lines not otherwise already served by the Franchisee's FTTP Network. The Franchisee shall be allowed to recover, from a Subscriber that requests such connection, no more than the actual costs incurred for the portion of the residential dwelling unit connection that exceeds two hundred (200) feet and the actual costs incurred to connect any non-residential dwelling unit Subscriber.

3.4 *Cable Service to Public Buildings*: Subject to Section 3.1, the Franchisee shall provide, without charge and within ninety (90) days following the Borough's written request, one (1) service outlet activated for Basic Service (or equivalent) to the following:

3.4.1 Each current municipal building, fire station, and public library located in the Service Area as may be designated in Exhibit A; provided, however, that if it is necessary to extend the Franchisee's trunk or feeder lines more than two hundred (200) feet solely to provide service to any such public building, the Borough shall have the option either of paying the Franchisee's direct costs for such extension for the portion of the connection in excess of two hundred (200) feet, or of releasing the Franchisee from the obligation to provide service to such public building. Furthermore, the Franchisee shall be permitted to recover, from any public building owner entitled to service under this subsection, the direct cost of installing, when requested to do so, more than one (1) outlet, or concealed inside wiring, or a service outlet requiring more than two hundred (200) feet of drop cable; provided, however, that the Franchisee shall not charge for the provision of Basic Service to the additional service outlets once installed except in accordance with Subsection 3.4.3 below.

3.4.2 Each public K-12 school, and each non-public K-12 school that (i) receives funding pursuant to Title I of the Elementary and Secondary Education Act of 1965, 20 U.S.C. §§ 6301 et seq., and (ii) is considered a non-public, non-licensed school under the Pennsylvania Private Academic Schools Act, 24 P.S. §§ 6701-6721, located in the Service Area, as may be designated in Exhibit A; provided, however, that the Franchisee shall not be obligated to provide any service outlets activated for Basic Service to home schools; also provided, however, that if it is necessary to extend the Franchisee's trunk or feeder lines more than two hundred (200) feet solely to provide service to any such school building, the Borough shall have the option either of paying the Franchisee's direct costs for such extension for the portion of the connection in

excess of two hundred (200) feet, or of releasing the Franchisee from the obligation to provide service to such school building. Furthermore, the Franchisee shall be permitted to recover, from any school building owner entitled to service under this subsection, the direct cost of installing, when requested to do so, more than one (1) outlet, or concealed inside wiring, or a service outlet requiring more than two hundred (200) feet of drop cable; provided, however, that the Franchisee shall not charge for the provision of Basic Service to the additional service outlets once installed except in accordance with Subsection 3.4.3 below.

3.4.3 In accordance with the applicable provisions of the FCC's 2019 Third Report and Order In the Matter of Implementation of Section 621 of the Cable Act (the "621 Order") and the decision on appeal by the Sixth Circuit Court of Appeals, the Franchisee may charge for the services described in Subsections 3.4.1 and 3.4.2 above in accordance with applicable law, which as of the Effective Date is the Franchisee's marginal cost of providing such service. Prior to charging for such services, the Franchisee shall provide written notice to the Borough of its intent to charge for such services and shall provide reasonable detail sufficient to substantiate the marginal cost and the amount due.

4. SYSTEM FACILITIES

4.1 *Technical Requirements:* The Cable System shall meet or exceed all applicable technical performance standards of the FCC, any other future applicable technical performance standards, the National Electrical Safety Code, the National Electrical Code, and any other applicable federal laws and the laws of the Commonwealth of Pennsylvania to the extent not in conflict with federal law and regulations.

4.2 *System Characteristics:* The Franchisee's Cable System shall meet or exceed the following requirements:

4.2.1 The Cable System shall be operated with a digital carrier passband between 57 and 861 MHz.

4.2.2 The Cable System shall be operated as an active two-way system that allocates sufficient portion of said bandwidth to deliver reliable two-way Cable Services.

4.3 *Interconnection:* The Franchisee shall operate its Cable System so that it may be interconnected with other cable systems in the Borough. Interconnection of systems may be made by direct cable connection, microwave link, satellite, or other appropriate methods.

4.4 *No Interference:* The Cable System shall be operated in such a manner as to comply with all applicable FCC requirements regarding (i) consumer electronic equipment and (ii) interference with the reception of off-the-air signals of licensed FCC operators.

4.5 *Standby Power:* The Cable System shall incorporate equipment capable of providing continuous standby powering of the System during any commercial utility power outage.

4.6 *Emergency Alert System*: The Franchisee shall comply with the applicable requirements of the FCC and the Commonwealth of Pennsylvania with respect to the operation of

an Emergency Alert System ("EAS") and applicable state and local EAS plans in order that emergency messages may be distributed over the Cable System.

5. EG SERVICES

5.1 *EG Channel Set Aside:*

5.1.1 In order to ensure universal availability of Educational and Government Access programming, the Franchisee shall reserve on the Basic Service tier capacity for one (1) dedicated Educational Access Channel and one (1) dedicated Government Access Channel (collectively, "EG Channels") for exclusive use by the Borough or its designee. The EG Channels shall be used for community programming related to educational and/or governmental activities. The Borough shall have complete control over the content, scheduling, administration and all other programming aspects of the EG Channels, and may delegate such functions, or a portion of such functions, to an appropriate designee. The Franchisee shall not exercise any editorial control over EG Channel programming. The Franchisee shall maintain in good working order the video link(s) and equipment necessary to transmit the EG Channel signals to the channel aggregation site for further processing and distribution to Subscribers. The Franchisee shall maintain the EG Channels and video link(s) in accordance with FCC technical specifications that are comparable to the specifications used to maintain commercial Channels transmitted to Subscribers on the Cable System, except that the Franchisee shall not be responsible for the technical signal quality of the programming produced by any EG Channel producer.

5.1.2 The Borough and the Franchisee will comply with all laws and regulations related to use of the EG Channels. The parties agree that the Franchisee shall retain the right to utilize such reserved EG Channel capacity, in its sole discretion, during the term of this Franchise until such time as the Borough notifies the Franchisee in writing of its desire to begin using the EG Channel pursuant to Subsection 5.1.3 below.

5.1.3 The Borough may obtain from the Franchisee, within one hundred twenty (120) days of the receipt of written notice from the Borough, up to two (2) EG Channels as identified in Subsection 5.1.1 for exclusive use by the Borough or its designee. Such notification shall constitute authorization to the Franchisee to transmit such EG Channel programming within and without the Borough. The Franchisee shall assign the EG Channel number(s) to the extent such Channel number assignments do not interfere with the Franchisee's existing or planned Channel number line-up and contractual obligations, provided it is understood that the Franchisee specifically reserves the right to make or change such EG Channel number assignments, in its sole discretion, upon at least thirty (30) days' written notice to the Borough. If an EG Channel provided under this Article 5 is not being utilized by the Borough, or if the Borough ceases to use an EG Channel during the term of this Franchise, the Franchisee may utilize such EG Channel capacity, in its sole discretion, after receiving written approval from the Borough until such time as the Borough elects to utilize the EG Channel for its intended purpose. In the event that the Borough decides to exercise its right to use previously de-activated EG Channel capacity, the Borough shall provide the Franchisee with written notice and the Franchisee shall re-activate the EG Channel within ninety (90) days of receipt of the written request from the Borough.

5.1.4 The Borough shall comply with all applicable laws and regulations regarding the non-commercial use of EG Channels.

5.2 *EG Channel Equipment and Programming*: The Borough and/or its designee shall be solely responsible for operating its switching equipment and the picture and audio quality of all EG Channel programming up to the demarcation point and for ensuring all EG Channel programming is inserted on the appropriate upstream EG Channel. All EG Channel programming shall be transmitted to the Franchisee in baseband or SD-SDI format with either mono or stereo audio signals, and with signals received by the Franchisee in stereo cablecast by the Franchisee in stereo. Notwithstanding the foregoing, the Franchisee shall not be obligated to provide the Borough or its designee with either cablecast equipment and facilities or the personnel responsible for maintaining and operating equipment and facilities on the Borough's side of the demarcation point and used to generate or administer any EG Channel access signals, except as necessary to implement the Franchisee's responsibilities specified herein. The Borough and the Franchisee shall work together in good faith to resolve any connection issues. If the Borough issues a franchise to, or renews a franchise with, a competing cable operator, the competing cable operator may not connect its system to the Franchisee's System for the purposes of obtaining EG Channel programming from the EG Channels transmitted on the Franchisee's System without the Franchisee's prior written consent.

5.3 *Interconnection for EG Channel Programming*: The Franchisee may, in its sole discretion, use reasonable efforts to interconnect its Cable System with the existing cable operator(s). If interconnection is pursued, for purposes of providing EG Channels, no earlier than six (6) months after written notice by the Borough to activate an EG Channel, the Borough may require the Franchisee to provide a video link, without charge to the Borough, to a location within the Service Area where EG Channel programming is originated for the purpose of cablecasting such EG Channel programming. The Franchisee shall maintain the fiber connection to such origination location in good working order and without any charge to the Borough. The Franchisee shall not be obligated to provide the Borough with either cablecast equipment and facilities or personnel responsible for maintaining and operating such equipment and facilities or generating any such EG Channel programming.

5.4 *EG Channel Relocation*: The Borough shall have the right to relocate the location where its EG Channel programming originates after such time as the Franchisee has established a direct connection or has interconnected with another cable operator for purposes of obtaining EG Channel programming as follows: (i) the Franchisee's obligation shall be subject to the same conditions that apply to the EG Channel origination sites as set forth in this Article 5; (ii) the Borough shall provide access to such site at least ninety (90) days prior to the Borough's anticipated use of the relocated EG Channel origination site; and (iii) the Borough shall reimburse the Franchisee for the actual costs it incurs to relocate its direct connection or for any additional costs associated with the interconnection with any other cable operator. Said relocation shall be undertaken within ninety (90) days of the Borough both: (A) providing a written request therefore, and (B) meeting the conditions set forth above.

5.5 *Indemnity for EG Services*: The Borough shall require all local producers and users of any of the EG facilities or EG Channels to agree in writing to authorize the Franchisee to transmit programming consistent with this Agreement and to defend and hold harmless the

Franchisee and the Borough from and against any and all liability or other injury, including the reasonable cost of defending claims or litigation, arising from or in connection with claims regarding an EG Channel programming facility, not including the FTTP Network, or EG Channel or EG Channel programming, including claims for failure to comply with applicable federal laws, rules, regulations or other requirements of local, state, or federal authorities; for claims of libel, slander, invasion of privacy, or the infringement of common law or statutory copyright; for unauthorized use of any trademark, trade name, or service mark; for breach of contractual or other obligations owing to third parties by the producer or user; and for any other injury or damage in law or equity. The Borough may establish rules and procedures for use of EG Channel facilities consistent with applicable laws and regulations. Notwithstanding the foregoing, the Borough shall not indemnify the Franchisee for any damages, liability, or claims resulting from acts of willful misconduct or negligence of the Franchisee, its officers, employees, or agents.

5.6 *Recovery of Costs*: The Franchisee shall be allowed to recover any costs arising from the provision of EG Channel services as set forth in Section 622 of the Communications Act, 47 U.S.C. § 542, and to include such costs as a separately billed line item on each Subscriber's bill. Without limiting the foregoing, if allowed under state and federal laws, the Franchisee may externalize, line-item, or otherwise pass through interconnection costs to Subscribers.

6. FRANCHISE FEES

6.1 *Payment to the Borough:* The Franchisee shall pay to the Borough a franchise fee of five percent (5%) of annual Gross Revenue. In accordance with Title VI of the Communications Act, the twelve (12) month period applicable under this Franchise for the computation of the franchise fee shall be a calendar year. Such payments shall be made no later than forty-five (45) days following the end of each calendar quarter. Specifically, payments shall be due and payable on or before May 15 (for the first quarter), August 15 (for the second quarter), November 15 (for the third quarter), and February 15 (for the fourth quarter). In the event that any franchise fee payment is not made on or before the applicable dates, then interest shall be added at the rate of six percent (6%) of the amount of franchise fee revenue due to the Borough. No acceptance of any payment shall be construed as an accord that the amount paid is the correct amount. The Franchisee shall be allowed to submit or correct any payments that were incorrectly omitted, along with interest at six percent (6%) of the amount from the date such underpayment was due, and shall credit any payments that were incorrectly submitted, in connection with the quarterly franchise fee remittances within ninety (90) days following the close of the calendar year for which such payments were applicable. If the Borough issues or renews any cable franchise(s) after the Effective Date that provide(s) for a lower percentage of a franchise fee than is required by this Agreement, the Borough shall provide the Franchisee with written notice of such issuance or renewal and the percentage of the Franchisee's franchise fee payments shall be immediately thereafter reduced to match such lower percentage over that same time period.

6.2 *Supporting Information:* Each franchise fee payment shall be accompanied by a brief report that provides line items for revenue sources and the amount of revenue received from each source and is verified by a financial manager of the Franchisee showing the basis for the computation.

6.3 *Limitation on Franchise Fee Actions*: The parties agree that the period of limitation for recovery of any franchise fee payable hereunder shall be forty-eight (48) months from the date on which the applicable payment by the Franchisee is due.

6.4 *Audits*:

6.4.1 The Borough may conduct a franchise fee review or audit of the Franchisee's books and records pertaining directly to the Franchisee's payment of franchise fees to the Borough no more than once every three (3) years during the term of this Franchise. Any audit shall be initiated through written notice to the Franchisee by the Borough, and the Borough or any auditor employed by the Borough shall submit its request for records within forty-five (45) days of the Borough's notice; provided, however, that the parties shall work cooperatively on an ongoing basis during the audit review in the event the Borough or its designated auditor identifies reasonable follow-up records that are necessary to complete the audit. Subject to the confidentiality provisions of Section 8.1 below, and execution of a non-disclosure agreement with the Borough or an auditor employed by the Borough, all records requested by the Borough for such audit shall be made available to the Borough or its auditor within forty-five (45) days of the Borough's request for documents. All records shall be provided by the Franchisee for inspection at a mutually agreed upon location or, if agreed by the parties, through secure electronic communication.

6.4.2 Any audit conducted by the Borough or auditor employed by the Borough shall be completed within one hundred eighty (180) days of receipt of all documents identified in the request for records submitted pursuant to Subsection 6.4.1, or by such other date as is mutually agreed to by the parties. If upon completion of the audit, the Borough does not make a claim for additional payments, then the Borough shall provide the Franchisee with written documentation of closure of the audit within forty-five (45) days from the date the audit is completed. The Borough's claim for additional franchise fee payments shall be provided to the Franchisee within forty-five (45) days from the date on which the audit is completed by the Borough or its auditor or by such other date as is mutually agreed to by the parties.

6.4.3 Each party shall bear its own costs of an audit; provided, however, that if the results of any audit indicate that the Franchisee underpaid the franchise fees by five percent (5%) or more, then the Franchisee shall pay the reasonable, documented, out-of-pocket costs of the audit up to eight thousand dollars ($8,000).

6.4.4 If the results of an audit indicate an underpayment of franchise fees, the parties agree that such underpayment shall be remitted to the Borough within forty-five (45) days; provided, however, that the Franchisee shall be required to remit underpayments to the Borough together with interest at six percent (6%) of the amount correctly due from the date such underpayment would have been due.

6.4.5 Any entity employed by the Borough that performs the audit or franchise fee review shall be a professional firm with recognized expertise in auditing franchise fees and shall not be permitted to be compensated on a success-based formula, e.g., payment based on an underpayment of franchise fees, if any.

6.5 *Bundled Services*: If Cable Services are provided to Subscribers in conjunction with Non-Cable Services, the calculation of Gross Revenue shall be adjusted, if needed, to include only the value of the Cable Services billed to Subscribers, as reflected on the books and records of the Franchisee in accordance with FCC rules, regulations, standards, or orders. If the Franchisee bundles Cable Services with Non-Cable Services, the Franchisee agrees that it will not intentionally or unlawfully allocate such revenue for the purpose of evading payments due under this Franchise. The parties agree that tariffed Telecommunications Services that cannot be discounted by state or federal law or regulation are to be excluded from the bundled discount allocation basis.

7. CUSTOMER SERVICE

Customer Service Standards to be complied with by the Franchisee are set forth in Exhibit B. Such standards may be amended by written consent of the parties.

8. REPORTS AND RECORDS

8.1 *Open Books and Records*: Upon written notice to the Franchisee, the Borough shall have the right to inspect the Franchisee's books and records pertaining to this Agreement or the Franchisee's provision of Cable Service in the Borough at any time during Normal Business Hours to ensure compliance with the terms of this Franchise. Such notice shall specifically reference the section or subsection of this Franchise that is under review, so that the Franchisee may organize the necessary books and records for appropriate access by the Borough. Within thirty (30) days of the Borough's written notice, all records requested by the Borough shall be provided by the Franchisee for inspection at a mutually agreed upon location or, if agreed by the parties, through secure electronic communication. The Franchisee shall not be required to maintain any books and records for Franchise compliance purposes longer than forty-eight (48) months. Notwithstanding anything to the contrary set forth herein, the Franchisee shall not be required to disclose information that it reasonably deems to be proprietary or confidential in nature, nor disclose any of its or an Affiliate's books and records not relating to this Agreement or to the provision of Cable Service in the Borough. If the Franchisee claims any information to be proprietary or confidential, it shall identify the information and provide a written explanation as to the reason it is claimed to be confidential or proprietary. The Borough shall treat any information disclosed by the Franchisee as confidential so long as it is permitted to do so under applicable law, and shall only disclose it to employees, representatives, and agents of the Borough that have a need to know, or in order to enforce the provisions hereof. The Franchisee shall not be required to provide Subscriber information in violation of Section 631 of the Communications Act, 47 U.S.C. § 551.

8.2 *Records Required*: The Franchisee shall at all times maintain the following, which may be inspected pursuant to Section 8.1 above:

8.2.1 Records of all Complaints for a period of forty-eight (48) months after receipt by the Franchisee. Complaints recorded will not be limited to Complaints requiring an employee service call;

8.2.2 Records of Significant Outages (as defined in the Customer Service Standards attached as Exhibit B) for a period of forty-eight (48) months after occurrence, indicating date, duration, area, the number of Subscribers affected, type of outage, and cause;

8.2.3 Records of service calls for repair and maintenance for a period of forty-eight (48) months after resolution by the Franchisee, indicating the date and time service was required, the date of acknowledgment and date and time service was scheduled (if it was scheduled), the date and time service was provided, and (if different) the date and time the problem was resolved; and

8.2.4 Records of installation/reconnection and requests for service extension for a period of forty-eight (48) months after the request was fulfilled by the Franchisee, indicating the date of request, date of acknowledgment, and the date and time service was extended.

9. INSURANCE AND INDEMNIFICATION

9.1 *Insurance*:

9.1.1 The Franchisee shall maintain in full force and effect, at its own cost and expense, during the Franchise term, the following insurance coverage:

9.1.1.1 Commercial General Liability Insurance with limits of three million dollars ($3,000,000) per occurrence for property damage and bodily injury and three million dollars ($3,000,000) general aggregate including premises-operations, contractual liability, personal and advertising injury and products/completed operations covering the construction, operation, and maintenance of the Cable System, and the conduct of the Franchisee's Cable Service business in the Borough.

9.1.1.2 Automobile Liability Insurance in the amount of one million dollars ($1,000,000) combined single limit each accident for bodily injury and property damage coverage covering all owned, non-owned, and hired vehicles.

9.1.1.3 Workers' Compensation Insurance in compliance with the statutory requirements of the Commonwealth of Pennsylvania and Employers' Liability Insurance in the following amounts: (i) Bodily Injury by Accident: one hundred thousand dollars ($100,000); and (ii) Bodily Injury by Disease: one hundred thousand dollars ($100,000) each employee; five hundred thousand dollars ($500,000) disease policy limit.

9.1.2 The Borough shall be included as an additional insured as its interest may appear under this Franchise on Commercial General Liability and Automobile Liability insurance policies.

9.1.3 Upon receipt of notice from its insurer, the Franchisee shall provide the Borough with thirty (30) days' prior written notice of cancellation of any required insurance.

9.1.4 Each of the required insurance policies shall be with insurers qualified to do business in the Commonwealth of Pennsylvania, with an A-VII or better rating for financial condition and financial performance by Best's Key Rating Guide, Property/Casualty Edition.

9.1.5 Upon written request, the Franchisee shall deliver to the Borough Certificates of Insurance showing evidence of the required coverage.

9.2 *Indemnification*:

9.2.1 The Franchisee agrees to indemnify, save, hold harmless, and defend the Borough, its elected and appointed officials, officers, agents, boards, and employees, from and against any and all claims for injury, loss, liability, cost or expense arising in whole or in part from, incident to, or connected with any act or omission of the Franchisee, its officers, agents, or employees, including the acts or omissions of any contractor or subcontractor of the Franchisee, arising out of the construction, operation, upgrade, or maintenance of its Cable System. The obligation to indemnify, save, hold harmless and defend the Borough shall include the obligation to pay judgments, injuries, liabilities, damages, penalties, expert fees, court costs and the Franchisee's own attorney's fees. The Borough shall give the Franchisee timely written notice of the Borough's request for indemnification within (i) thirty (30) days of receipt of a claim or action pursuant to this subsection or (ii) ten (10) days following service of legal process on the Borough or its designated agent of any action related to this subsection. The Borough agrees that it will take all necessary action to avoid a default judgment. Notwithstanding the foregoing, the Franchisee shall not indemnify the Borough for any damages, liability, or claims resulting from, and the Borough shall be responsible for, the Borough's own acts of willful misconduct or the willful misconduct of its elected and appointed officials, officers, agents, boards, and employees.

9.2.2 With respect to the Franchisee's indemnity obligations set forth in Subsection 9.2.1, the Franchisee shall provide the defense of any claims brought against the Borough by selecting counsel of the Franchisee's choice to defend the claim, subject to the consent of the Borough, which shall not unreasonably be withheld. Nothing herein shall be deemed to prevent the Borough from cooperating with the Franchisee and participating in the defense of any litigation by its own counsel at its own cost and expense; provided, however, that after consultation with the Borough, the Franchisee shall have the right to defend, settle, or compromise any claim or action arising hereunder, and the Franchisee shall have the authority to decide the appropriateness and the amount of any such settlement. In the event that the terms of any such proposed settlement include the release of the Borough, and the Borough does not consent to the terms of any such settlement or compromise, the Franchisee shall not settle the claim or action, but its obligation to indemnify the Borough shall in no event exceed the amount of such settlement.

10. TRANSFER OF FRANCHISE

Subject to Section 617 of the Communications Act, 47 U.S.C. § 537, and applicable federal regulations, no Transfer of the Franchise shall occur without the prior written consent of the Borough, provided that such consent shall not be unreasonably conditioned or withheld. No such consent shall be required, however, for a transfer in trust, by mortgage, by other hypothecation, by

assignment of any rights, title, or interest of the Franchisee in this Franchise or the Cable System in order to secure indebtedness, or for transactions otherwise excluded under Section 1.37 above.

11. RENEWAL OF FRANCHISE

The Borough and the Franchisee agree that any proceedings undertaken that relate to the renewal of this Franchise shall be governed by and comply with the provisions of Section 626 of the Communications Act, 47 U.S.C. § 546.

12. ENFORCEMENT AND TERMINATION OF FRANCHISE

12.1 *Notice of Noncompliance*: If at any time the Borough believes that the Franchisee has not complied with the terms of this Franchise, the Borough shall informally discuss the matter with the Franchisee. If these discussions do not lead to resolution of the problem in a reasonable time, the Borough shall then notify the Franchisee in writing of the nature of the alleged noncompliance (for purposes of this Article 12, the "Noncompliance Notice"). If the Borough does not notify the Franchisee of any alleged noncompliance, it shall not operate as a waiver of any rights of the Borough hereunder or pursuant to applicable law.

12.2 *The Franchisee's Right to Cure or Respond*: The Franchisee shall have thirty (30) days from receipt of the Noncompliance Notice to: (i) respond to the Borough in writing, if the Franchisee contests (in whole or in part) the assertion of noncompliance; (ii) cure such noncompliance; or (iii) in the event that, by its nature, such noncompliance cannot be cured within such thirty (30) day period, initiate reasonable steps to remedy such noncompliance, diligently pursue such remedy to completion, and notify the Borough of the steps being taken and the date by which the cure is projected to be completed. Upon cure of any noncompliance, the Borough shall provide written confirmation that such cure has been effected.

12.3 *Additional Enforcement Measures*: Subject to applicable federal, state and local law, in the event the Borough determines that the Franchisee is in default of any provision of this Franchise, the Borough may:

12.3.1 Commence an action at law for monetary damages or seek other equitable relief; or

12.3.2 In the case of a substantial noncompliance with a material provision of this Franchise, seek to revoke the Franchise in accordance with Section 12.5 below.

12.4 *Revocation*: Should the Borough seek to revoke this Agreement after following the procedures set forth in Sections 12.1-12.2 above, the Borough shall give written notice to the Franchisee of such intent. The notice shall set forth the specific nature of the noncompliance. The Franchisee shall have sixty (60) days from receipt of such notice to object in writing and to state its reasons for such objection. In the event the Borough has not received a satisfactory response from the Franchisee, it may then seek revocation of this Agreement and shall schedule a public hearing. The Borough shall cause to be served upon the Franchisee, at least thirty (30) days prior to such public hearing, a written notice specifying the time and place of such hearing.

12.4.1 At any designated public hearing at which the Borough has informed the Franchisee that revocation is a possible consequence in accordance with the written notice requirements set forth above, the Franchisee shall be provided a fair opportunity for full participation, including the following rights: to be represented by legal counsel; to introduce relevant evidence and require the production of evidence; and to question and/or cross-examine witnesses. A complete verbatim record and transcript shall be made of such hearing at the Franchisee's sole cost and expense.

12.4.2 Following the public hearing, the Franchisee shall be provided up to thirty (30) days to submit its proposed findings and conclusions to the Borough in writing, and thereafter the Borough shall provide a written determination to the Franchisee setting forth: (i) whether an event of default has occurred under this Agreement; (ii) whether such event of default is excusable; and (iii) whether such event of default has been cured by the Franchisee. The Borough shall also determine whether it will revoke this Franchise based on the information presented or, in the discretion of the Borough, grant additional time to the Franchisee to effect any cure. If the Borough determines that it will revoke this Franchise, the Borough shall promptly provide the Franchisee with a written determination setting forth the Borough's reasoning for such revocation. The Franchisee may appeal such written determination of the Borough to an appropriate court of competent jurisdiction, which will have the power to review the determination of the Borough consistent with applicable law. The Franchisee shall be entitled to such relief as the court finds appropriate. Such appeal must be taken within the time frame permitted by law.

13. MISCELLANEOUS PROVISIONS

13.1 *Actions of Parties*: In any action by the Borough or the Franchisee that is mandated or permitted under the terms hereof, such party shall act in a reasonable, expeditious, and timely manner.

13.2 *Binding Acceptance*: This Agreement shall bind and benefit the parties hereto and their respective successors and assigns.

13.3 *Preemption*: In the event that a change in federal or state law or regulation preempts or limits the enforceability of a provision of this Agreement, the provision shall be read to be preempted or limited, but only to the extent and for the time required by such law or regulation. In the event such federal or state law or regulation is subsequently repealed, rescinded, amended, or otherwise changed so that the provision hereof that had been preempted or limited is no longer preempted or limited, such provision shall thereupon return to full force and effect, and shall thereafter be binding on the parties hereto, without the requirement of further action on the part of the Borough.

13.4 *Force Majeure*: The Franchisee shall not be held in default under, or in noncompliance with, the provisions of this Franchise, nor suffer any enforcement or penalty relating to noncompliance or default, where such noncompliance or alleged defaults occurred or were caused by a Force Majeure event. If the Franchisee makes a decision that a Force Majeure event has taken place, it shall give the Borough written notice no more than thirty (30) days after such decision has been made.

13.5 *Good Faith Error:* The parties hereby agree that it is not the Borough's intention to subject the Franchisee to penalties, fines, forfeitures, or revocation of the Franchise for violations of this Agreement where the violation was a good faith error that resulted in no or minimal negative impact on Subscribers.

13.6 *Delivery of Payments*: The Franchisee may use electronic funds transfer to make any payments to the Borough required under this Agreement.

13.7 *Notices:* Unless otherwise expressly stated herein, notices required under this Franchise shall be mailed first-class, postage prepaid, to the addressees below. Each party may change its designee by providing written notice to the other party.

13.7.1 Notices to the Franchisee shall be mailed to:

President
Verizon Pennsylvania LLC
900 Race Street, 6th Floor
Philadelphia, PA 19107

With a copy to:

Verizon
1300 I Street NW, Suite 500 East
Washington, DC 20005
Attention: Tonya Rutherford, Vice President and Deputy General Counsel

13.7.2 Notices to the Borough shall be mailed to:

West Chester Borough Municipal Building
401 East Gay Street
West Chester, PA 19380
Attention: Borough Manager

With a copy to:

Cohen Law Group
413 S. Main Street
Pittsburgh, PA 15215

13.8 *Entire Agreement*: This Franchise and the Exhibits hereto constitute the entire agreement between the Franchisee and the Borough and supersedes all prior or contemporaneous agreements, representations, or understanding (whether written or oral) of the parties regarding the subject matter hereof. Any lawful ordinances or parts of ordinances related to the provision of Cable Services over the Cable System in the Borough that conflict with the provisions of this Agreement are superseded by this Agreement.

13.9 *Amendments:* Amendments or modifications to this Agreement shall be mutually agreed to in writing and signed by the parties.

13.10 *Captions:* The captions and headings of articles and sections throughout this Agreement are intended solely to facilitate reading and reference to the sections and provisions of this Agreement. Such captions shall not affect the meaning or interpretation of this Agreement.

13.11 *Severability*: If any section, subsection, sentence, paragraph, term, or provision hereof is determined to be illegal, invalid, or unconstitutional by any court of competent jurisdiction or by any state or federal regulatory authority having jurisdiction thereof, such determination shall have no effect on the validity of any other section, subsection, sentence, paragraph, term, or provision hereof, all of which will remain in full force and effect for the term of this Franchise.

13.12 *Recitals:* The recitals set forth in this Agreement are incorporated into the body of this Agreement as if they had been originally set forth herein.

13.13 *FTTP Network Transfer Prohibition:* Under no circumstance including, without limitation, upon expiration, revocation, termination, denial of renewal of this Franchise, or any other action to forbid or disallow the Franchisee from providing Cable Services, shall the Franchisee or its assignees be required to sell any right, title, interest, use, or control of any portion of the Franchisee's FTTP Network including, without limitation, the Cable System and any capacity used for Cable Service or otherwise, to the Borough or any third party. The Franchisee shall not be required to remove the FTTP Network or to relocate the FTTP Network or any portion thereof as a result of revocation, expiration, termination, denial of renewal, or any other action to forbid or disallow the Franchisee from providing Cable Services. This provision is not intended to contravene leased access requirements under Title VI of the Communications Act or the EG service requirements set out in this Agreement.

13.14 *Parental Control:* The Franchisee shall comply with all applicable requirements of federal law(s) governing Subscribers' capability to control the reception of any Channels being received on their television sets.

13.15 *Independent Review*: The Borough and the Franchisee each acknowledge that they have received independent legal advice in entering into this Agreement. In the event that a dispute arises over the meaning or application of any term(s) of this Agreement, such term(s) shall not be construed by the reference to any doctrine calling for ambiguities to be construed against the drafter of this Agreement.

13.16 *Modification Due to Exercise of Police Powers*: If the Borough exercises its reasonable, necessary, and lawful police power rights and such exercise results in a material alteration of the terms and conditions of this Agreement that makes it commercially impracticable for the Franchisee to continue the provision of Cable Services in the Borough, then the parties shall modify this Agreement to the mutual satisfaction of both parties to ameliorate the negative effects of the Borough's exercise of its police power rights on the Franchisee. Any modification to this Agreement shall be in writing and signed by both parties. If the parties cannot reach agreement on how to ameliorate the negative effects of the Borough's exercise of its police power rights, then

the parties agree to submit the matter to binding arbitration in accordance with the commercial arbitration rules of the American Arbitration Association.

13.17 *No Third Party Beneficiaries*: Except as expressly provided herein, this Agreement is not intended to, and does not, create any rights or benefits on behalf of any Person other than the parties to this Agreement.

13.18 *Counterparts:* This Agreement may be executed in two (2) counterparts, each of which shall be deemed an original, and the parties may become a party hereto by executing a counterpart hereof. Further, this Agreement may be executed by facsimile, email, electronic signature or other electronic means, and so executed shall have the full force and legal effect as an executed original of this Agreement. This Agreement and any counterpart so executed shall be deemed to be one and the same instrument. It shall not be necessary in making proof of this Agreement or any counterpart hereof to produce or account for the other counterparts.

[SIGNATURE PAGE FOLLOWS]

WEST CHESTER BOROUGH

By: _____

Print: _____

Title: _____

Date: _____

VERIZON PENNSYLVANIA LLC

By: _____

Print: _____

Title: _____

Date: _____

EXHIBITS

Exhibit A – Cable Service to Public Buildings

Exhibit B – Customer Service Standards

EXHIBIT A

CABLE SERVICE TO PUBLIC BUILDINGS

Municipal Building
401 East Gay Street
West Chester Pa. 19380

First West Chester Fire Co
70 S. Bradford Ave
West Chester Pa. 19382

Public Works Dept.
205 Lacey Street
West Chester PA. 19382

Goodwill Fire Company
522 E. Union Street
West Chester PA. 19382

West Chester Public Library
415 N. Church Street
West Chester PA. 19380

Fame Fire Company
Rosedale Ave & S. Matlack St
West Chester PA. 19382

Bicentennial Parking Garage
20 S. High Street
West Chester PA. 19382

Sharpless Street Parking Garage
15 Sharpless Streed
WestChesterPA.19382

Mosteller Parking Garage
795 Downingtown Pike
West Chester PA. 19380

Taylor Run Wastewater Plant
14 E. Chesnut Street
West Chester PA. 193 80

Goose Creek Wastewater Plant
351 Snyder Avenue
WEST CHESTER BOROUGH

West Chester PA. 19382

West Chester Area Senior Center
530 E. Union Street
West Chester PA 19382

Henderson High School
400 Montgomery A venue
West Chester PA 19380

West Chester Friends School
415 N. High Street
West Chester PA 19380

EXHIBIT B

CUSTOMER SERVICE STANDARDS

These standards shall apply to the Franchisee to the extent it is providing Cable Services over the Cable System in the Borough.

SECTION 1: DEFINITIONS

A. Respond: The Franchisee's investigation of a Service Interruption after receiving a Subscriber call by opening a trouble ticket, if required, and responding to the call.

B. Significant Outage: A Significant Outage of the Cable Service shall mean any Service Interruption lasting at least four (4) continuous hours that affects at least ten percent (10%) of the Subscribers in the Borough.

C. Service Call: The action taken by the Franchisee to correct a Service Interruption the effect of which is limited to an individual Subscriber.

D. Standard Installation: Installations where the Subscriber is within two hundred (200) feet of trunk or feeder lines.

SECTION 2: OFFICE HOURS AND TELEPHONE AVAILABILITY

A. The Franchisee shall maintain a toll-free number to receive all calls and inquiries from Subscribers and/or residents in the Borough regarding Cable Service. The Franchisee representatives trained and qualified to answer questions related to Cable Service in the Service Area must respond to Subscriber telephone inquiries during the Franchisee's Normal Business Hours. The Franchisee representatives shall identify themselves by name when answering this number. After Normal Business Hours, the toll-free number may be answered by an Automated Response Unit ("ARU") or a Voice Response Unit ("VRU"), including an answering machine. Inquiries received after Normal Business Hours shall be responded to by a trained Franchisee representative on the next business day.

B. The Franchisee's telephone numbers shall be listed, with appropriate description (e.g., administration, customer service, billing, repair, etc.), in the directory published by the local telephone company or companies serving the Service Area, beginning with the next publication cycle after acceptance of this Franchise by the Franchisee.

C. The Franchisee may, at any time, use an ARU or a VRU to distribute calls. If a foreign language routing option is provided, and the Subscriber does not enter an option, the menu will default to the first tier menu of English options.

After the first tier menu (not including a foreign language rollout) has run through three (3) times, if Subscribers do not select any option, the ARU or VRU will forward the call to a queue for a live representative. The Franchisee may reasonably substitute this requirement with another method of handling calls from Subscribers who do not have touch-tone telephones.

D. Under Normal Operating Conditions, calls received by the Franchisee shall be answered within thirty (30) seconds. The Franchisee shall meet this standard for ninety percent (90%) of the calls it receives at all call centers receiving calls from Subscribers, as measured on a cumulative quarterly calendar basis. Measurement of this standard shall include all calls received by the Franchisee at all call centers receiving calls from Subscribers, whether they are answered by a live representative, by an automated attendant, or abandoned after thirty (30) seconds of call waiting.

E. Under Normal Operating Conditions, callers to the Franchisee shall receive a busy signal no more than three percent (3%) of the time during any calendar quarter.

F. At the Franchisee's option, the measurements above may be changed from calendar quarters to billing or accounting quarters. The Franchisee shall notify the Borough of such a change at least thirty (30) days in advance of any implementation. The Franchisee shall not be required to acquire equipment or perform surveys to measure compliance with the telephone answering standards above unless a historical record of Complaints indicates a clear failure to comply.

SECTION 3: INSTALLATIONS AND SERVICE APPOINTMENTS

A. All installations will be in accordance with the rules of the FCC, the National Electrical Code, and the National Electrical Safety Code including, but not limited to, appropriate grounding, connection of equipment to ensure reception of Cable Service, and the provision of required consumer information and literature to adequately inform the Subscriber in the utilization of Franchisee-supplied equipment and Cable Service.

B. The Standard Installation shall be performed within seven (7) business days after the placement of the Optical Network Terminal ("ONT") on the Subscriber's premises or within seven (7) business days after an order is placed if the ONT is already installed on the Subscriber's premises.

The Franchisee shall meet this standard for ninety-five percent (95%) of the Standard Installations it performs, as measured on a calendar quarter basis, excluding Subscriber requests for connection later than seven (7) days after ONT placement or later than seven (7) days after an order is placed if the ONT is already installed on the Subscriber's premises.

C. At the Franchisee's option, the measurements above may be changed from calendar quarters to billing or accounting quarters. The Franchisee shall notify the Borough of such a change at least thirty (30) days in advance of any implementation.

D. The Franchisee will offer Subscribers "appointment window" alternatives for arrival to perform installations, Service Calls, and other activities of a maximum four (4) hour time block scheduled during Normal Business Hours. At the Franchisee's discretion, the Franchisee may offer Subscribers appointment arrival times other than these four (4) hour time blocks, if agreeable to the Subscriber. These hour restrictions do not apply to weekends. The Franchisee may not cancel an appointment with a Subscriber after the close of business on the business day prior to the scheduled appointment. If a technician is running late for an appointment with a Subscriber and will not be able to keep the appointment as scheduled, the Subscriber will be

contacted. The appointment will be rescheduled, as necessary, at a time which is convenient for the Subscriber.

SECTION 4: SERVICE INTERRUPTIONS AND OUTAGES

A. The Franchisee shall exercise commercially reasonable efforts to limit any Significant Outage for the purpose of maintaining, repairing, or constructing the Cable System. Except in an emergency or other situation necessitating a more expedited or alternative notification procedure, the Franchisee may schedule a Significant Outage for a period of more than four (4) hours during any twenty-four (24) hour period only after the Borough and each affected Subscriber in the Service Area have been given fifteen (15) days' prior notice of the proposed Significant Outage. Notwithstanding the foregoing, the Franchisee may perform modifications, repairs, and upgrades to the Cable System between 12:01 a.m. and 6:00 a.m. which may interrupt Cable Service.

B. Under Normal Operating Conditions, the Franchisee must Respond to a call from a Subscriber regarding a Service Interruption or other service problem within the following time frames:

(1) Within twenty-four (24) hours, including weekends, of receiving Subscriber calls respecting Service Interruptions in the Service Area, and shall diligently pursue to completion.

(2) The Franchisee must begin actions to correct all other Cable Service problems the next business day after notification by the Subscriber or the Borough of a Cable Service problem, and shall diligently pursue to completion.

C. Under Normal Operating Conditions, the Franchisee shall complete Service Calls within seventy-two (72) hours of the time the Franchisee commences to Respond to the Service Interruption, not including weekends and situations where the Subscriber is not reasonably available for a Service Call to correct the Service Interruption within the seventy-two (72) hour period.

D. The Franchisee shall meet the standard in Subsection 4.C. for ninety percent (90%) of the Service Calls it completes, as measured on a calendar quarterly basis.

E. At the Franchisee's option, the above measurements may be changed from calendar quarters to billing or accounting quarters. The Franchisee shall notify the Borough of such a change at least thirty (30) days in advance of any implementation.

F. Under Normal Operating Conditions, the Franchisee shall provide a credit upon Subscriber request when all Channels received by that Subscriber are out of service for a period of four (4) consecutive hours or more. The credit shall equal, at a minimum, a proportionate amount of the affected Subscriber's current monthly bill. In order to qualify for the credit, the Subscriber must promptly report the problem and allow the Franchisee to verify the problem if requested by the Franchisee. If Subscriber availability is required for repair, a credit will not be provided for such time, if any, that the Subscriber is not reasonably available.

G. Under Normal Operating Conditions, if a Significant Outage affects all Cable Services for more than twenty-four (24) consecutive hours, the Franchisee shall issue an automatic credit to the affected Subscribers in an amount equal to their monthly recurring charges for the proportionate time the Cable Service was out, or a credit to the affected Subscribers in an amount equal to the charge for the basic plus enhanced basic level of service for the proportionate time the Cable Service was out, whichever is technically feasible or, if both are technically feasible, as determined by the Franchisee provided such determination is non-discriminatory. Such credit shall be reflected on a subsequent Subscriber billing statement.

H. With respect to service issues concerning Cable Services provided to Borough facilities, the Franchisee shall Respond to all inquiries from the Borough within four (4) hours, shall commence necessary repairs within twenty-four (24) hours under Normal Operating Conditions, and shall diligently pursue to completion. If such repairs cannot be completed within twenty-four (24) hours, the Franchisee shall notify the Borough in writing as to the reason(s) for the delay and provide an estimated time of repair.

I. The Franchisee may provide all notices identified in this Section 4 electronically or on-screen.

SECTION 5: SUBSCRIBER COMPLAINTS

Under Normal Operating Conditions, the Franchisee shall investigate Subscriber Complaints referred by the Borough within seventy-two (72) hours of receipt. The Franchisee shall notify the Borough of those matters that necessitate an excess of seventy-two (72) hours to resolve, but those matters must be resolved within fifteen (15) days of the initial Complaint. The Borough may require reasonable documentation to be provided by the Franchisee to substantiate the request for additional time to resolve the problem. For purposes of this Section 5, "resolve" means that the Franchisee shall perform those actions which, in the normal course of business, are necessary to investigate the Subscriber's Complaint and advise the Subscriber of the results of that investigation.

SECTION 6: BILLING

A. Subscriber bills shall be clear, concise, and understandable. Bills shall be fully itemized to include all applicable service tiers and, if applicable, all related equipment charges. Bills shall clearly delineate activity during the billing period, including optional charges, rebates, credits, and aggregate late charges. The Franchisee shall maintain records of the date and place of delivery of bills.

B. A specific due date shall be listed on the bill of every Subscriber whose account is current. Delinquent accounts may receive a bill that lists the due date as upon receipt; however, the current portion of that bill shall not be considered past due.

C. Any Subscriber who, in good faith, disputes all or part of any bill shall have the option of withholding the disputed amount without disconnect or late fee being assessed until the dispute is resolved provided that:

(1) The Subscriber pays all undisputed charges;

(2) The Subscriber provides notification of the dispute to the Franchisee within five (5) days prior to the due date;

(3) The Subscriber cooperates in determining the accuracy and/or appropriateness of the charges in dispute; and

(4) It shall be within the Franchisee's sole discretion to determine when the dispute has been resolved.

D. Under Normal Operating Conditions, the Franchisee shall initiate investigation and resolution of all billing Complaints received from Subscribers within five (5) business days of receipt of the Complaint. Final resolution shall not be unreasonably delayed.

E. The Franchisee shall provide a telephone number and address on the bill for Subscribers to contact the Franchisee.

F. The Franchisee shall forward a copy of any Cable Service related billing inserts or other mailing sent to Subscribers to the Borough upon written request.

G. The Borough hereby requests that the Franchisee omit the Borough's name, address, and telephone number from Subscriber bills as permitted by 47 C.F.R. § 76.952.

SECTION 7: RATES, FEES, AND CHARGES

A. The Franchisee shall not, except to the extent permitted by law, impose any fee or charge for Service Calls to a Subscriber's premises to perform any repair or maintenance work related to the Franchisee's equipment necessary to receive Cable Service, except where such problem is caused by a negligent or wrongful act of the Subscriber (including, but not limited to, a situation in which the Subscriber reconnects the Franchisee's equipment incorrectly) or by the failure of the Subscriber to take reasonable precautions to protect the Franchisee's equipment.

B. The Franchisee shall provide reasonable notice to Subscribers of the possible assessment of a late fee on bills or by separate notice.

SECTION 8: DISCONNECTION/DENIAL OF SERVICE

A. The Franchisee shall not terminate Cable Service for nonpayment of a delinquent account unless the Franchisee provides a notice of the delinquency and impending termination prior to the proposed final termination. The notice shall be provided to the Subscriber to whom the Cable Service is billed. The notice of delinquency and impending termination may be part of a billing statement.

B. Cable Service terminated in error must be restored without charge within twenty-four (24) hours of notice. If a Subscriber was billed for the period during which Cable Service was terminated in error, a credit shall be issued to the Subscriber if the Cable Service termination was reported by the Subscriber.

C. Nothing in these standards shall limit the right of the Franchisee to deny Cable Service for non-payment of previously provided Cable Services; refusal to pay any required deposit; theft of Cable Service; damage to the Franchisee's equipment; abusive and/or threatening behavior toward the Franchisee's employees or representatives; refusal to provide credit history information; or refusal to allow the Franchisee to validate the identity, credit history, and credit worthiness via an external credit agency.

SECTION 9: COMMUNICATIONS WITH SUBSCRIBERS

A. All Franchisee personnel, contractors, and subcontractors contacting Subscribers or potential Subscribers at the homes of such Subscribers or potential Subscribers shall wear a clearly visible identification card bearing their name and photograph. The Franchisee shall make reasonable efforts to account for all identification cards at all times. In addition, all Franchisee representatives shall wear appropriate clothing while working at a Subscriber's or potential Subscriber's premises. Every service vehicle of the Franchisee and its contractors or subcontractors shall be clearly identified as such to the public. Specifically, Franchisee vehicles shall have the Franchisee's logo plainly visible. The vehicles of those contractors and subcontractors working for the Franchisee shall have the contractor's/subcontractor's name plus markings (such as a magnetic door sign) indicating they are under contract to the Franchisee.

B. All contact with a Subscriber or potential Subscriber by a Person representing the Franchisee shall be conducted in a courteous manner.

C. All notices identified in this Section 9 shall be by either:

(1) A separate document included with a billing statement or a message included on the portion of the monthly bill that is to be retained by the Subscriber;

(2) A separate electronic notification;

(3) A separate on-screen notification; or

(4) Any other reasonable written means.

D. The Franchisee shall provide reasonable notice to Subscribers of any pricing changes or additional changes (excluding sales discounts, new products, or offers) and, subject to the foregoing, any changes in Cable Services, including Channel line-ups. Such notice must be given to Subscribers a minimum of thirty (30) days in advance of such changes if within the control of the Franchisee, and the Franchisee shall provide a copy of the notice to the Borough including how and where the notice was given to Subscribers.

E. The Franchisee shall provide information to all Subscribers about each of the following items at the time of installation of Cable Services, annually to all Subscribers, at any time upon request, and, subject to Subsection 9.D., at least thirty (30) days prior to making significant changes in the information required by this Subsection 9.E. if within the control of the Franchisee:

(1) Products and Cable Services offered;

(2) Prices and options for Cable Services and condition of subscription to Cable Services. Prices shall include those for Cable Service options, equipment rentals, program guides, installation, downgrades, late fees, and other fees charged by the Franchisee related to Cable Service;

(3) Installation and maintenance policies including, when applicable, information regarding the Subscriber's in-home wiring rights during the period Cable Service is being provided;

(4) Channel positions of Cable Services offered on the Cable System;

(5) Complaint procedures, including the name, address, and telephone number of the Borough, but with a notice advising the Subscriber to initially contact the Franchisee about all complaints and questions;

(6) Procedures for requesting Cable Service credit;

(7) The availability of a parental control device;

(8) Franchisee practices and procedures for protecting against invasion of privacy; and

(9) The address and telephone number of the Franchisee's office to which complaints may be reported.

F. Notices of changes in rates shall indicate the Cable Service new rates and old rates, if applicable.

G. Every notice of termination of Cable Service shall include the following information:

(1) The name and address of the Subscriber whose account is delinquent;

(2) The amount of the delinquency for all services billed;

(3) The date by which payment is required in order to avoid termination of Cable Service; and

(4) The telephone number for the Franchisee where the Subscriber can receive additional information about their account and discuss the pending termination.

West Chester Police Department

MEMORANDUM

TO: Ms. Barbara Lionti, Finance Director
Borough Council

FROM: Chief Joshua Lee

DATE: 1/31/2026

SUBJECT: Request for Budget Modification

I am requesting a budget modification in order to purchase new firearms and sighting systems for the police department. The modification is a net-zero transaction, reducing the Line Item 01-456-55/40 ARMORY by $26,405.50 and adding $26,405.50 to 10-430-13/40 CAPITAL.

The timing of this request capitalizes on current pricing for the electronic reflex sights and handguns. Previously, I had planned for these purchases to be a capital purchase in 2027. Pricing for both the sights and handguns is expected to increase in 2027, and there is a significant level of uncertainty that far into the future. By delaying until 2027 the purchase of equipment and supplies that are less likely to be subject to large increases in cost, the department can easily cover the cost this year, completely within budget. The "lifespan" of these new sights and handguns is expected to be seven to ten years.

Thank you for your time and care. Please contact me directly if further clarification is needed.

	2026 Budget	Less Transfer to Capital	Balance
ARMORY #01-456-55/40	$ 33,700.00	$ 26,405.50	$ 7,294.50

	2026 Budget	Plus Transfer From Armory	Balance
CAPITAl #10-430-13/40	$ 240,000.00	$ 26,405.50	$ 266,405.50
	$ 273,700.00	$ -	$ 273,700.00

West Chester Fire Department

401 EAST GAY STREET ♦ WEST CHESTER, PENNSYLVANIA 19380 ♦ TELEPHONE: 484-887-2817

Mark Scanlon
Chief of Department

Dave March
Public Information Officer

Michael DiMeo
Assistant Chief

Justin McClure
Assistant Chief

Gregory Witmer
Assistant Chief

PA Act 182 Annual Submittal of Notarized List to West Chester Borough

The following West Chester Fire Department active personnel reside in West Chester Borough:

Name	Address
Becker, Andrew	[redacted]
Burns, Kelly	
Cummings, William	
Davis, Cullan	
Eadie, Jonathan	
March, David	
McCarthy, Hanna	
McClure, Dale	
McClure, Justin	
Morris, David	
Widmayer, Paul	
Wilson, Joshua	

State of Pennsylvania
County of Chester
Borough of West Chester

Finance Department Use Only Purchase Order Number

BOROUGH OF WEST CHESTER

PURCHASE ORDER REQUEST

TO: Sean Metrick, Borough Manager

FROM: William Mann, CISO

SUB: **PURCHASE ORDER REQUEST**

DATE: 1/13/2026

IT IS REQUESTED THAT A PURCHASE ORDER BE ISSUED TO:

Vendor CDW-G

Contact Fred Wills

Address CDW Government
75 Remittance Drive
Suite 1515
Chicago, IL 60675-1515

Phone (866) 872-0845

Email fred@cdw.com

Fax

Justification

(State Contract - Contract: Sourcewell 121923 CDWG-Software (121923))
Annual Subscription for our ATP (advanced threat protection) services, including Barracuda Essentials, Impersonation Protection, Domain Fraud Protection, Incident Response, Content Shield, Security Awareness Training, Data Inspector & Entra ID Backup + support)

TOTAL AMOUNT TO BE PAID:	$ 34,488.00

Reference (select one) ☑ Quote ☐ SOW ☐ SA ☑ State Contract

PURCHASE ORDER # 2 PAGE 2

SHIP TO:

Borough of West Chester
401 East Gay Street
West Chester, PA 19380

BILL TO:

BOROUGH OF WEST CHESTER
ATTENTION: FINANCE DEPARTMENT
401 EAST GAY STREET
WEST CHESTER, PA 19380
610-692-7574

SHIP METHOD & PRICING

n/a

QUOTATION NUMBER

PAYMENT TERMS

TAX STATUS

TAX EXEMPT – REFER TO ATTACHED TAX EXPEMPT FORM

William Mann Digitally signed by William Mann Date: 2026.01.13 11:19:39 -05'00' 1/13/2026

Authorized Department Manager Date

Sean Metrick, Borough Manager Date

Account # 01-45802/70

P.O. RECEIVED
MAT. RECEIVED
P.O. FORWARDED

FINANCE DEPARTMENT ONLY

Budget Approval	Yes ☐	No ☐	Notes
Budget Available	Yes ☐	No ☐	
Support Complete	Yes ☐	No ☐	
Exempt Support	Yes ☐	No ☐	

Processing Initials

Finance Department Use Only Purchase Order Number

BOROUGH OF WEST CHESTER

PURCHASE ORDER REQUEST

TO: Sean Metrick

FROM: Donald Powers

SUB: **PURCHASE ORDER REQUEST**

DATE: 1/20/2026

IT IS REQUESTED THAT A PURCHASE ORDER BE ISSUED TO:

Vendor Bergey's Truck Centers

Contact Francis Vattima

Address
1144 W Baltimore Pike
Kennett Square, PA 19348

Phone (215) 799-4420

Email

Fax

Justification

Exclusive vendor for this repair. Trunnion and epads inspected and repaired. Trunnion shaft replaced as well as the front and rear drive brakes

TOTAL AMOUNT TO BE PAID:	$ 16,591.63

Reference (select one) ☑ Quote ☐ SOW ☐ SA ☐ State Contract

PURCHASE ORDER # _____ PAGE 2

SHIP TO:

BILL TO:
BOROUGH OF WEST CHESTER
ATTENTION: FINANCE DEPARTMENT
401 EAST GAY STREET
WEST CHESTER, PA 19380
610-692-7574

SHIP METHOD & PRICING

QUOTATION NUMBER

PAYMENT TERMS

TAX STATUS
TAX EXEMPT – REFER TO ATTACHED TAX EXPEMPT FORM

Don Anderson Digitally signed by Don Anderson Date: 2026.01.21 13:10:49 -05'00' _____ 1/21/2026

Authorized Department Manager Date

_____ Sean _____

Sean Metrick, Borough Manager Date

Account # 01-43720/80

P.O. RECEIVED _____
MAT. RECEIVED _____
P.O. FORWARDED _____

FINANCE DEPARTMENT ONLY

			Notes
Budget Approval	Yes ☐	No ☐	
Budget Available	Yes ☐	No ☐	
Support Complete	Yes ☐	No ☐	
Exempt Support	Yes ☐	No ☐	

Processing Initials _____

Finance Department Use Only
Purchase Order Number

BOROUGH OF WEST CHESTER

PURCHASE ORDER REQUEST

TO: Sean Metrick

FROM: Donald Anderson

SUB: **PURCHASE ORDER REQUEST**

DATE: 1/21/2026

IT IS REQUESTED THAT A PURCHASE ORDER BE ISSUED TO:

Vendor BFI King of Prussia Recyclery

Contact

Address
BFI King of Prussia Recyclery - 4586
P O Box 932899
Cleveland, OH 44193

Phone (732) 565-5822

Email

Fax

Justification

2026 Rcycling fees.

TOTAL AMOUNT TO BE PAID:	$ 81,000.00

Reference (select one) ☐ Quote ☐ SOW ☐ SA ☐ State Contract

PURCHASE ORDER # _____ PAGE 2

SHIP TO:

BILL TO:
BOROUGH OF WEST CHESTER
ATTENTION: FINANCE DEPARTMENT
401 EAST GAY STREET
WEST CHESTER, PA 19380
610-692-7574

SHIP METHOD & PRICING

QUOTATION NUMBER

PAYMENT TERMS

TAX STATUS
TAX EXEMPT – REFER TO ATTACHED TAX EXPEMPT FORM

Don Anderson Digitally signed by Don Anderson Date: 2026.01.21 15:57:13 -05'00' _____ 1/21/2026

Authorized Department Manager Date

_____ Sean _____

Sean Metrick, Borough Manager Date

Account # 01-42732/80

P.O. RECEIVED _____
MAT. RECEIVED _____
P.O. FORWARDED _____

FINANCE DEPARTMENT ONLY

Budget Approval	Yes ☐	No ☐	Notes
Budget Available	Yes ☐	No ☐	
Support Complete	Yes ☐	No ☐	
Exempt Support	Yes ☐	No ☐	

Processing Initials _____

Finance Department Use Only Purchase Order Number

BOROUGH OF WEST CHESTER

PURCHASE ORDER REQUEST

TO: Sean Metrick

FROM: Donald Anderson

SUB: **PURCHASE ORDER REQUEST**

DATE: 1/16/2026

IT IS REQUESTED THAT A PURCHASE ORDER BE ISSUED TO:

Vendor Chemical Equipment Labs of DE

Contact David Slusser

Address
3920 Providence Road, Ste. A
Newtown Square, PA 19073

Phone (610) 497-9390

Email

Fax

Justification

Salt purchases for snow events.

TOTAL AMOUNT TO BE PAID:	$ 50,000.00

Reference (select one) ☑ Quote ☐ SOW ☐ SA ☐ State Contract

PURCHASE ORDER # _____ PAGE 2

SHIP TO:

BILL TO:
BOROUGH OF WEST CHESTER
ATTENTION: FINANCE DEPARTMENT
401 EAST GAY STREET
WEST CHESTER, PA 19380
610-692-7574

SHIP METHOD & PRICING

QUOTATION NUMBER

PAYMENT TERMS

TAX STATUS
TAX EXEMPT – REFER TO ATTACHED TAX EXPEMPT FORM

Don Anderson Digitally signed by Don Anderson Date: 2026.01.21 13:12:11 -05'00' _____ 1/21/2026 _____

Authorized Department Manager Date

_____ Sean _____

Sean Metrick, Borough Manager Date

Account # 15-43200/15 _____

P.O. RECEIVED _____
MAT. RECEIVED _____
P.O. FORWARDED _____

FINANCE DEPARTMENT ONLY

Budget Approval Yes ☐ No ☐

Budget Available Yes ☐ No ☐

Support Complete Yes ☐ No ☐

Exempt Support Yes ☐ No ☐

Processing Initials _____

Notes

Finance Department Use Only
Purchase Order Number

BOROUGH OF WEST CHESTER

PURCHASE ORDER REQUEST

TO: Sean Metrick, Borough Manager

FROM: William Mann, CiSO

SUB: **PURCHASE ORDER REQUEST**

DATE: 1/13/2026

IT IS REQUESTED THAT A PURCHASE ORDER BE ISSUED TO:

Vendor CivicPlus

Contact

Address CivicPlus
302 South 4th St. Suite 500
Manhattan, KS 66502

Phone

Email mac.glidewell@civicplus.com

Fax

Justification

State Contract - GSA Contract GS-35F0124U
CivicPlus - Website annual service agreement
*assumption of 5% increase - pending quote.

TOTAL AMOUNT TO BE PAID:	$ 12,804.85

Reference (select one) ☑ Quote ☐ SOW ☐ SA ☑ State Contract

PURCHASE ORDER # 1 PAGE 2

SHIP TO:

Borough of West Chester
401 East Gay Street
West Chester, PA 19380

BILL TO:

BOROUGH OF WEST CHESTER
ATTENTION: FINANCE DEPARTMENT
401 EAST GAY STREET
WEST CHESTER, PA 19380
610-692-7574

SHIP METHOD & PRICING

n/a

QUOTATION NUMBER

PAYMENT TERMS

po/check

TAX STATUS

TAX EXEMPT – REFER TO ATTACHED TAX EXPEMPT FORM

_____ _____

Authorized Department Manager Date

_____ _____

Sean Metrick, Borough Manager Date

Account # 01-45820/70

P.O. RECEIVED _____
MAT. RECEIVED _____
P.O. FORWARDED _____

FINANCE DEPARTMENT ONLY

Budget Approval Yes ☐ No ☐

Budget Available Yes ☐ No ☐

Support Complete Yes ☐ No ☐

Exempt Support Yes ☐ No ☐

Processing Initials _____

Notes

Finance Department Use Only Purchase Order Number

BOROUGH OF WEST CHESTER

PURCHASE ORDER REQUEST

TO: Sean Metrick

FROM: Sean Mitchell

SUB: **PURCHASE ORDER REQUEST**

DATE: 1/26/2026

IT IS REQUESTED THAT A PURCHASE ORDER BE ISSUED TO:

Vendor Eurofins Philadelphia

Contact Erin Dougherty

Address 795 Horsham Road
Horsham, PA 19044-0962

Phone (215) 355-3900

Email Erin.Dougherty@et.eurofinsus.co

Fax

Justification

Both plants use Eurofins labs for parameters that the plant labs cannot run. Eurofins is used because they meet all the parameters and reporting limits needed for PADEP and Industrial Pretreatment Program (EPA) requirements.

TOTAL AMOUNT TO BE PAID:	$ 24,000.00

Reference (select one) ☐ Quote ☐ SOW ☐ SA ☐ State Contract

PURCHASE ORDER # _____ PAGE 2

SHIP TO:

Goose Creek WWTP
351 Snyder Ave.
West Chester, PA 19382

BILL TO:
BOROUGH OF WEST CHESTER
ATTENTION: FINANCE DEPRTMENT
401 EAST GAY STREET
WEST CHESTER, PA 19380
610-692-7574

SHIP METHOD & PRICING

QUOTATION NUMBER

PAYMENT TERMS

Net 30 days

TAX STATUS
TAX EXEMPT – REFER TO ATTACHED TAX EXPEMPT FORM

Sean Mitchell Digitally signed by Sean Mitchell Date: 2026.01.26 14:54:07 -05'00' 1/26/2026

Authorized Department Manager Date

_____ Sean _____

Sean Metrick, Borough Manager Date

Account # 08-45778/08

P.O. RECEIVED _____
MAT. RECEIVED _____
P.O. FORWARDED _____

FINANCE DEPARTMENT ONLY

Budget Approval	Yes ☐	No ☐	Notes
Budget Available	Yes ☐	No ☐	
Support Complete	Yes ☐	No ☐	
Exempt Support	Yes ☐	No ☐	

Processing Initials _____

Finance Department Use Only
Purchase Order Number

BOROUGH OF WEST CHESTER

PURCHASE ORDER REQUEST

TO: Sean Metrick, Borough Manager

FROM: Mark Scanlon, Fire Chief

SUB: **PURCHASE ORDER REQUEST**

DATE: 2/1/2026

IT IS REQUESTED THAT A PURCHASE ORDER BE ISSUED TO:

Vendor FireFlow Services INC

Contact Michele South

Address 500 Campus Drive - Suite C
Mount Holly, NJ 08060

Phone (609) 288-8486

Email msouth@fireflow.com

Fax

Justification

Yearly required certification of department's hose, pumps and ladders.

TOTAL AMOUNT TO BE PAID:	$ 13,830.85

Reference (select one) ☐ Quote ☐ SOW ☐ SA ☑ State Contract

SHIP TO:

Borough of West Chester
401 East Gay Street
West Chester, PA 19380

BILL TO:

BOROUGH OF WEST CHESTER
ATTENTION: FINANCE DEPARTMENT
401 EAST GAY STREET
WEST CHESTER, PA 19380
610-692-7574

SHIP METHOD & PRICING

QUOTATION NUMBER

PAYMENT TERMS

Net30

TAX STATUS

TAX EXEMPT – REFER TO ATTACHED TAX EXPEMPT FORM

Mark Scanlon Digitally signed by Mark Scanlon Date: 2026.02.01 14:10:09 -05'00' 2/1/2026

Authorized Department Manager Date

Sean Metrick, Borough Manager Date

Account # 05-43720/05

P.O. RECEIVED
MAT. RECEIVED
P.O. FORWARDED

FINANCE DEPARTMENT ONLY

Budget Approval	Yes ☐	No ☐	Notes
Budget Available	Yes ☐	No ☐	
Support Complete	Yes ☐	No ☐	
Exempt Support	Yes ☐	No ☐	

Processing Initials _____

Finance Department Use Only Purchase Order Number

BOROUGH OF WEST CHESTER

PURCHASE ORDER REQUEST

TO: Barbara Lionti

FROM: Nicholas Fink

SUB: **PURCHASE ORDER REQUEST**

DATE: 1/12/2026

IT IS REQUESTED THAT A PURCHASE ORDER BE ISSUED TO:

Vendor Granicus LLC

Contact

Address Dept #880806
PO Box 29650
Phoenix, AZ 85038-9650

Phone (800) 314-0147

Email ar@granicus.com

Fax

Justification

Annual permitting/licensing/code enforcement software contracted payment

TOTAL AMOUNT TO BE PAID:	$ 20,300.35

Reference (select one) ☑ Quote ☐ SOW ☐ SA ☐ State Contract

PURCHASE ORDER # _____ PAGE 2

SHIP TO:

Borough of West Chester, PA
Stream Protection Fee
Nicholas Fink
401 East Gay Street,
West Chester, Pennsylvania, 19380
(484) 653-5527

BILL TO:

BOROUGH OF WEST CHESTER
ATTENTION: FINANCE DEPARTMENT
401 EAST GAY STREET
WEST CHESTER, PA 19380
610-692-7574

SHIP METHOD & PRICING

NA

QUOTATION NUMBER

Q-384180

PAYMENT TERMS

Net 30

TAX STATUS

TAX EXEMPT – REFER TO ATTACHED TAX EXPEMPT FORM

Nicholas Fink Digitally signed by Nicholas Fink Date: 2026.01.12 10:47:07 -05'00' 1/12/2026

Authorized Department Manager Date

_____ Sean _____

Sean Metrick, Borough Manager Date

Account # _____

P.O. RECEIVED _____
MAT. RECEIVED _____
P.O. FORWARDED _____

FINANCE DEPARTMENT ONLY

			Notes
Budget Approval	Yes ☐	No ☐	
Budget Available	Yes ☐	No ☐	
Support Complete	Yes ☐	No ☐	
Exempt Support	Yes ☐	No ☐	

Processing Initials _____

Finance Department Use Only Purchase Order Number

BOROUGH OF WEST CHESTER

PURCHASE ORDER REQUEST

TO: Barbara Lionti

FROM: Nicholas Fink

SUB: **PURCHASE ORDER REQUEST**

DATE: 1/12/2026

IT IS REQUESTED THAT A PURCHASE ORDER BE ISSUED TO:

Vendor OpenGov, Inc.

Contact Alex Martinez

Address PO Box 41340
San Jose, CA 95160
United States

Phone

Email amartinez@opengov.com

Fax

Justification

Year 4 of 5 of contract for asset management/work order software

TOTAL AMOUNT TO BE PAID:	$ 29,406.70

Reference (select one) ☑ Quote ☐ SOW ☐ SA ☐ State Contract

PURCHASE ORDER # _____ PAGE 2

SHIP TO:

Borough of West Chester, PA
Stream Protection Fee
Nicholas Fink
401 East Gay Street,
West Chester, Pennsylvania, 19380
(484) 653-5527

BILL TO:

BOROUGH OF WEST CHESTER
ATTENTION: FINANCE DEPARTMENT
401 EAST GAY STREET
WEST CHESTER, PA 19380
610-692-7574

SHIP METHOD & PRICING

NA

QUOTATION NUMBER

PAYMENT TERMS

Net 30

TAX STATUS

TAX EXEMPT – REFER TO ATTACHED TAX EXPEMPT FORM

Nicholas Fink Digitally signed by Nicholas Fink Date: 2026.01.12 11:05:46 -05'00' 1/12/2026

Authorized Department Manager Date

_____ Sean _____

Sean Metrick, Borough Manager Date

Account # _____

P.O. RECEIVED _____
MAT. RECEIVED _____
P.O. FORWARDED _____

FINANCE DEPARTMENT ONLY

Budget Approval	Yes ☐	No ☐	Notes
Budget Available	Yes ☐	No ☐	
Support Complete	Yes ☐	No ☐	
Exempt Support	Yes ☐	No ☐	

Processing Initials _____

Finance Department Use Only
Purchase Order Number

BOROUGH OF WEST CHESTER

PURCHASE ORDER REQUEST

TO: Sean Metrick

FROM: Sean Mitchell

SUB: **PURCHASE ORDER REQUEST**

DATE: 2/3/2026

IT IS REQUESTED THAT A PURCHASE ORDER BE ISSUED TO:

Vendor Reiner Pump Systems

Contact Craig Reiner

Address 53 US Highway 206
Stanhope, NJ 07874

Phone (973) 347-9000

Email ccreiner@reinerpump.com

Fax (973) 347-4588

Justification

Back-up pump for College Ave. pump station as per PADEP requirements. Delivery in 14-18 weeks. Capital project. COSTARS #359913

TOTAL AMOUNT TO BE PAID:	$ 48,513.00

Reference (select one) ☐ Quote ☐ SOW ☐ SA ☑ State Contract

PURCHASE ORDER # _____ PAGE 2

SHIP TO:

Goose Creek WWTP
351 Snyder Ave.
West Chester, PA 19382

BILL TO:

BOROUGH OF WEST CHESTER
ATTENTION: FINANCE DEPRTMENT
401 EAST GAY STREET
WEST CHESTER, PA 19380
610-692-7574

SHIP METHOD & PRICING

Included

QUOTATION NUMBER

College Ave - 2026 Quote

PAYMENT TERMS

Net 30 days

TAX STATUS

TAX EXEMPT – REFER TO ATTACHED TAX EXPEMPT FORM

Sean Mitchell Digitally signed by Sean Mitchell Date: 2026.02.03 06:58:54 -05'00' _____ 2/3/2026 _____

Authorized Department Manager Date

_____ Sean _____

Sean Metrick, Borough Manager Date

Account # 08-43013/08 _____

P.O. RECEIVED _____
MAT. RECEIVED _____
P.O. FORWARDED _____

FINANCE DEPARTMENT ONLY

Budget Approval Yes ☐ No ☐

Budget Available Yes ☐ No ☐

Support Complete Yes ☐ No ☐

Exempt Support Yes ☐ No ☐

Notes

Processing Initials _____

53 US Highway 206, Stanhope, NJ 07874
EMAIL ccreiner@reinerpump.com FAX 973.347.4588 TEL 973.347.9000
Water and Wastewater Specialist click www.reinerpump.com

3 Feb, 2026

RE: West Chester – College Ave PS – 2026 Quote

Reiner Pump Systems, Inc. COSTARS Supplier #359913

Reiner Pump Systems, Inc. is pleased to offer the following quote for your consideration:

Submersible Pumps

(1) **ABS Drypit** Submersible Pumps Model XFP 105J CB1 PE430/4

- 58 HP 1780 RPM, 230v/3Ph/60Hz
- 6" suction and 4" discharge
- 49' of power cable
- 5 year prorated warranty

Total Cost: $48,513.00

Note: This is a direct replacement pump.

Estimated Lead Times:

	Submittals	Equipment Shipment*
ABS XFP 105J PE430/4 230V	<1 weeks	14-18 weeks

Estimated lead time for equipment shipment after receipt of complete approved submittals

General Notes:

- Prices are F.O.B. factory plus any taxes which may apply. **(Freight included)**
- Offloading, installation and wiring are not included.
- No Start up services are provided.
- This quote is valid for thirty (30) days from the date above.

Should you have any questions or require additional information, please do not hesitate to contact our office.

Yours sincerely,

Craig Reiner
Reiner Pump Systems, Inc.
215-909-0082 (c)
ccreiner@reinerpump.com

Finance Department Use Only
Purchase Order Number

BOROUGH OF WEST CHESTER

PURCHASE ORDER REQUEST

TO: Sean Metrick

FROM: Sean Mitchell

SUB: **PURCHASE ORDER REQUEST**

DATE: 2/3/2026

IT IS REQUESTED THAT A PURCHASE ORDER BE ISSUED TO:

Vendor Reiner Pump Systems

Contact Craig Reiner

Address 53 US Highway 206
Stanhope, NJ 07874

Phone (973) 347-9000

Email ccreiner@reinerpump.com

Fax (973) 347-4588

Justification

Back-up pump for New St. pump station as per PADEP requirements. Delivery in 14-18 weeks. Capital project. COSTARS #359913

TOTAL AMOUNT TO BE PAID:	$ 29,378.00

Reference (select one) ☐ Quote ☐ SOW ☐ SA ☑ State Contract

PURCHASE ORDER # _____ PAGE 2

SHIP TO:

Goose Creek WWTP
351 Snyder Ave.
West Chester, PA 19382

BILL TO:

BOROUGH OF WEST CHESTER
ATTENTION: FINANCE DEPRTMENT
401 EAST GAY STREET
WEST CHESTER, PA 19380
610-692-7574

SHIP METHOD & PRICING

Included

QUOTATION NUMBER

New Street PS - 2026 Quote

PAYMENT TERMS

Net 30 days

TAX STATUS

TAX EXEMPT – REFER TO ATTACHED TAX EXPEMPT FORM

Sean Mitchell Digitally signed by Sean Mitchell Date: 2026.02.03 07:04:08 -05'00' _____ 2/3/2026 _____

Authorized Department Manager Date

_____ Sean _____

Sean Metrick, Borough Manager Date

Account # 08-43013/08 _____

P.O. RECEIVED _____
MAT. RECEIVED _____
P.O. FORWARDED _____

FINANCE DEPARTMENT ONLY

Budget Approval	Yes ☐	No ☐	Notes	
Budget Available	Yes ☐	No ☐		
Support Complete	Yes ☐	No ☐		
Exempt Support	Yes ☐	No ☐		

Processing Initials _____

53 US Highway 206, Stanhope, NJ 07874
EMAIL ccreiner@reinerpump.com FAX 973.347.4588 TEL 973.347.9000
Water and Wastewater Specialist click www.reinerpump.com

3 Feb, 2026

RE: West Chester – New Street PS – 2026 Quote

Reiner Pump Systems, Inc. COSTARS Supplier #359913

Reiner Pump Systems, Inc. is pleased to offer the following quote for your consideration:

Submersible Pumps

- **ABS** Submersible Pumps Model XFP 150G CB1 PE185/4
- 25 HP 1775 RPM, 230v/3Ph/60Hz
- 6" suction and discharge
- 49' of power cable
- 5 year prorated warranty

Total Cost: $29,378.00

Note: This is a direct replacement pump.

Estimated Lead Times:

	Submittals	Equipment Shipment*
ABS XFP 150G PE185/4 230V	<1 weeks	14-18 weeks

Estimated lead time for equipment shipment after receipt of complete approved submittals

General Notes:

- Prices are F.O.B. factory plus any taxes which may apply. **(Freight included)**
- Offloading, installation and wiring are not included.
- No Start up services are provided.
- This quote is valid for thirty (30) days from the date above.

Should you have any questions or require additional information, please do not hesitate to contact our office.

Yours sincerely,

Craig Reiner
Reiner Pump Systems, Inc.
215-909-0082 (c)
ccreiner@reinerpump.com

Finance Department Use Only Purchase Order Number

BOROUGH OF WEST CHESTER

PURCHASE ORDER REQUEST

TO: Sean Metrick

FROM: Donald Anderson

SUB: **PURCHASE ORDER REQUEST**

DATE: 1/23/2026

IT IS REQUESTED THAT A PURCHASE ORDER BE ISSUED TO:

Vendor Rockwell Associates

Contact John Hosbach

Address
Rockwell Associates
P. O. Box 542
Ridley Park, PA 19078

Phone (610) 731-7969

Email john@rockwellurbanforestry.com

Fax

Justification

Arborist consulting fees for 2026.

TOTAL AMOUNT TO BE PAID:	$ 18,000.00

Reference (select one) ☑ Quote ☐ SOW ☐ SA ☐ State Contract

PURCHASE ORDER # _____ PAGE 2

SHIP TO:

BILL TO:
BOROUGH OF WEST CHESTER
ATTENTION: FINANCE DEPARTMENT
401 EAST GAY STREET
WEST CHESTER, PA 19380
610-692-7574

SHIP METHOD & PRICING

QUOTATION NUMBER

PAYMENT TERMS

TAX STATUS
TAX EXEMPT – REFER TO ATTACHED TAX EXPEMPT FORM

Don Anderson Digitally signed by Don Anderson Date: 2026.01.27 10:51:53 -05'00' _____ 1/27/2026

Authorized Department Manager Date

_____ Sean _____

Sean Metrick, Borough Manager Date

Account # 01-45540/80

P.O. RECEIVED _____
MAT. RECEIVED _____
P.O. FORWARDED _____

FINANCE DEPARTMENT ONLY

			Notes
Budget Approval	Yes ☐	No ☐	
Budget Available	Yes ☐	No ☐	
Support Complete	Yes ☐	No ☐	
Exempt Support	Yes ☐	No ☐	

Processing Initials _____

Finance Department Use Only Purchase Order Number

BOROUGH OF WEST CHESTER

PURCHASE ORDER REQUEST

TO: Sean Metrick

FROM: Michael Findley

SUB: **PURCHASE ORDER REQUEST**

DATE: 1/2/2026

IT IS REQUESTED THAT A PURCHASE ORDER BE ISSUED TO:

Vendor Usalco

Contact Anja Doyle

Address 2601 Cannery Avenue
Baltimore, MD 21226

Phone (410) 354-0100

Email www.usalco.com

Fax (410) 918-2240

Justification

For purchase of DelPAC 1000 (Aluminum Chloride Hydroxide Sulfate) for phosphorus removal.
5,000 gallons @ $3.056 a gallon.

TOTAL AMOUNT TO BE PAID:	$ 15,280.00

Reference (select one) ☑ Quote ☐ SOW ☐ SA ☐ State Contract

PURCHASE ORDER # _____ PAGE 2

SHIP TO:

Taylor Run WWTp
795 Downingtown Pike
West Chester, PA 19380

BILL TO:

BOROUGH OF WEST CHESTER
ATTENTION: FINANCE DEPRTMENT
401 EAST GAY STREET
WEST CHESTER, PA 19380
610-692-7574

SHIP METHOD & PRICING

included

QUOTATION NUMBER

14888-2

PAYMENT TERMS

net 30 days

TAX STATUS

TAX EXEMPT – REFER TO ATTACHED TAX EXPEMPT FORM

Michael Findley Digitally signed by Michael Findley DN: cn=Michael Findley, o=Wastewater, ou=Borough of West Chester, email=mfindley@west-chester.com, c=US Date: 2026.01.02 10:28:11 -05'00' 1/2/2026

Authorized Department Manager Date

_____ Sean _____

Sean Metrick, Borough Manager Date

Account # 08-45728/08

P.O. RECEIVED _____
MAT. RECEIVED _____
P.O. FORWARDED _____

FINANCE DEPARTMENT ONLY

			Notes
Budget Approval	Yes ☐	No ☐	
Budget Available	Yes ☐	No ☐	
Support Complete	Yes ☐	No ☐	
Exempt Support	Yes ☐	No ☐	

Processing Initials _____

Finance Department Use Only Purchase Order Number

BOROUGH OF WEST CHESTER

PURCHASE ORDER REQUEST

TO: Sean Metrick, Borough Manager

FROM: William Mann, CISO

SUB: **PURCHASE ORDER REQUEST**

DATE: 1/13/2026

IT IS REQUESTED THAT A PURCHASE ORDER BE ISSUED TO:

Vendor Watchkeep

Contact Jim Carlucci

Address Watchkeep
302 Cherry Street
West Reading, PA 19611

Phone (610) 628-3676

Email jcarlucci@watchkeep.com

Fax

Justification

PA COSTARS Member Number: 001-E23-097
Annual (year 2 of 3) Disaster Recovery (on premises & remote backup + remote recovery of servers)
Payment 1 of $17,093.88 = 2/2/2026 / Payment 2 of $17,093.88 = 8/8/2026

TOTAL AMOUNT TO BE PAID:	$ 34,186.00

Reference (select one) ☑ Quote ☐ SOW ☐ SA ☑ State Contract

PURCHASE ORDER # 2 PAGE 2

SHIP TO:

Borough of West Chester
401 East Gay Street
West Chester, PA 19380

BILL TO:

BOROUGH OF WEST CHESTER
ATTENTION: FINANCE DEPARTMENT
401 EAST GAY STREET
WEST CHESTER, PA 19380
610-692-7574

SHIP METHOD & PRICING

n/a

QUOTATION NUMBER

C001405 v1

PAYMENT TERMS

po/check

TAX STATUS

TAX EXEMPT – REFER TO ATTACHED TAX EXPEMPT FORM

_____ _____

Authorized Department Manager Date

_____ _____

Sean Metrick, Borough Manager Date

Account # 01-45659/70

P.O. RECEIVED _____
MAT. RECEIVED _____
P.O. FORWARDED _____

FINANCE DEPARTMENT ONLY

Budget Approval Yes ☐ No ☐

Budget Available Yes ☐ No ☐

Support Complete Yes ☐ No ☐

Exempt Support Yes ☐ No ☐

Notes

Processing Initials _____

Finance Department Use Only Purchase Order Number

BOROUGH OF WEST CHESTER

PURCHASE ORDER REQUEST

TO: Sean Metrick, Borough Manager

FROM: William Mann, CISO

SUB: **PURCHASE ORDER REQUEST**

DATE: 1/13/2026

IT IS REQUESTED THAT A PURCHASE ORDER BE ISSUED TO:

Vendor Watchkeep

Contact Jim Carlucci

Address Watchkeep
302 Cherry Street
West Reading, PA 19611

Phone (610) 628-3676

Email jcarlucci@watchkeep.com

Fax

Justification

PA COSTARS Member Number: 001-E23-097
Annual (year 2 of 3) Network Engineering Support
Payment 1 of $6,480.00 = 2/2/2026 / Payment 2 of $6,480.00 = 8/8/2026

TOTAL AMOUNT TO BE PAID:	$ 12,960.00

Reference (select one) ☑ Quote ☑ SOW ☐ SA ☑ State Contract

PURCHASE ORDER # 2 PAGE 2

SHIP TO:

Borough of West Chester
401 East Gay Street
West Chester, PA 19380

BILL TO:

BOROUGH OF WEST CHESTER
ATTENTION: FINANCE DEPARTMENT
401 EAST GAY STREET
WEST CHESTER, PA 19380
610-692-7574

SHIP METHOD & PRICING

n/a

QUOTATION NUMBER

JC001404 v1

PAYMENT TERMS

po/check

TAX STATUS

TAX EXEMPT – REFER TO ATTACHED TAX EXPEMPT FORM

William Mann Digitally signed by William Mann Date: 2026.01.13 13:09:45 -05'00' 1/13/2026

Authorized Department Manager Date

Sean Metrick, Borough Manager Date

Account # 01-45659/70

P.O. RECEIVED
MAT. RECEIVED
P.O. FORWARDED

FINANCE DEPARTMENT ONLY

Budget Approval	Yes ☐	No ☐	Notes
Budget Available	Yes ☐	No ☐	
Support Complete	Yes ☐	No ☐	
Exempt Support	Yes ☐	No ☐	

Processing Initials