



Public Safety & Quality of Life Committee Meeting  
**May 12, 2026 @ 6:00 PM**  
*This meeting is recorded for public record.*

**Committee Members:**

Bryan Travis, Chair  
Brian McGinnis  
Lisa Kearns

**Chief of Police:** Joshua Lee

**Director of Parks & Recreation:** Keith Kurowski

**Borough Manager:** Sean Metrick

**Fire Chief:** Mark Scanlon

**Director of Operations Good Fellowship Ambulance Club:** Justin Robbins

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**Public Safety & Quality of Life Committee Meeting:**

I. Call to Order

II. Announcements

III. Comments

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

IV. Reports

A. Monthly WCFD Report (attachment)

B. Monthly WCPD Report (attachment)

C. Monthly GFAC Report Monthly (attachment)

D. Public Safety Committee – Chair Report, workplan and issues raised at prior meetings (attachment)

V. Old Business

A. Approve April 2026 Public Safety Committee meeting minutes (attachment)

B. Motion to approve draft amendment to Chapter 80 – Peddling, Soliciting, Handbills and schedule a public hearing for June 17, 2026 (attachment)  
Issue: Review amendments to Chapter 80

C. Motion to direct the Solicitor to prepare a draft Ordinance on the use of vape shops in residential neighborhoods in proximity to parks, schools, and bus stops in the residential zoning districts.

## VI. New Business

- A. Discuss Unruly Social Gathering Ordinance and Criteria  
Issue: Mass gatherings in residential areas.
- B. Motion to permit colored light to be installed on Gay Street in recognition of Pride Month  
Issue: Strings of rainbow lights wrapped around light poles along Gay Street for the month of June
- C. Motion to approve resolution to destroy police records that have exceeded the retention periods as required by Pa law. (attachment)
- D. Special Event Applications (SEAs) (attachments)  
Issue: Approve Special Event Permits
  - 1. 7.9.26 Clydesdale Parade – downtown West Chester (Hosted by: Downtown West Chester and Penn Distributing)
  - 2. 6.12.26 World Cup Watch Party – Open Air Market (Hosted by: Downtown West Chester, West Chester Parks and Recreation, Kildare’s)
  - 3. 9.12.26 Up on the Roof Fundraiser – Chestnut Street Garage (Hosted by: Downtown West Chester)
  - 4. 10.11.26 F4 Chili Cook-Off – downtown West Chester
  - 5. 10.17.26 Unite 4 HER 5k – downtown West Chester
  - 6. 12.5.26 Jingle Run – 5k loop (Hosted by: Care Center Foundation)

## VII. Other Business

## VIII. Adjournment

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# West Chester Fire Department

401 E GAY STREET

WEST CHESTER, PENNSYLVANIA 19380

TELEPHONE: 484-887-2817

## Monthly Report April 2026

### Incident Summary

Total Incidents for April:	181
West Chester Borough:	71
East Bradford Township:	28
West Goshen Township:	33
Birmingham Township:	1
Thornbury Township:	8
Westtown Township:	17
Mutual Aid Responses:	23
Total Time in Service:	75:04:36
Average Manpower:	7.5

Total Incidents for 2026:	655
West Chester Borough:	269
East Bradford Township:	70
West Goshen Township:	143
Birmingham Township:	12
Thornbury Township:	28
Westtown Township:	58
Mutual Aid Responses:	75
Total Time in Service:	292:12:30
Average Manpower:	8.3

### Training/Activity Summary

April	
Total Training Hours:	962
Total Activity Hours:	1,869

2026	
Total Training Hours:	4,863
Total Activity Hours:	6,407

### Property Loss

April		
	Property	Contents
Pre Incident Value:	\$2,371,000	\$700,000
Estimated Loss:	\$506,000	\$100,000

2026		
	Property	Contents
Pre Incident Value:	\$21,290,900	\$27,063,100
Estimated Loss:	\$3,620,500	\$1,787,720

### Significant Incidents

April 1 - Brush Fire / Sconnelltown Road, East Bradford Township

April 14 - House Fire / Sunset Hollow Road, East Bradford Township

April 16 - House Fire / Hamilton Drive, West Goshen Township

April 19 - House Fire / Sculthorpe Drive, West Goshen Township



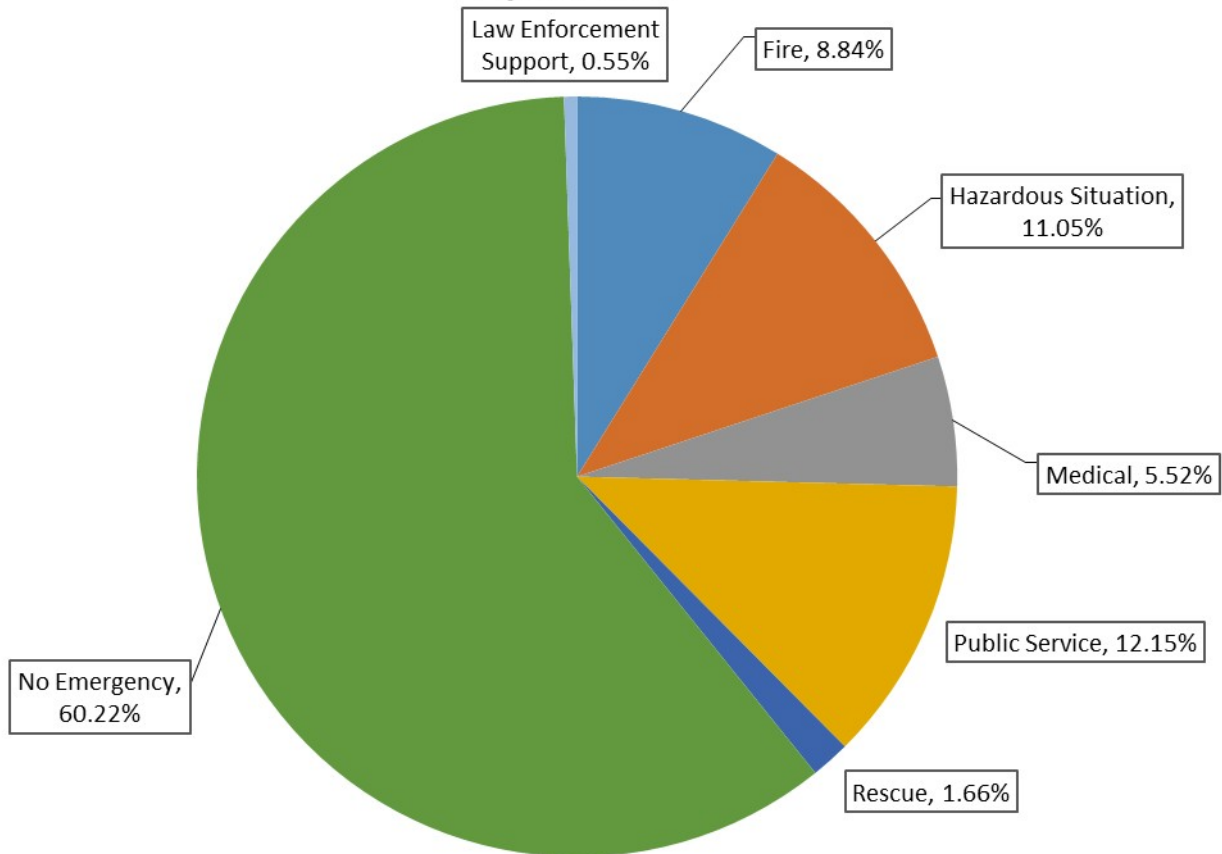
# West Chester Fire Department

401 E GAY STREET

WEST CHESTER, PENNSYLVANIA 19380

TELEPHONE: 484-887-2817

## Major Incident Types April 2026



Major Incident Type	# Incidents	% of Total
Fire	16	8.84%
Hazardous Situation	20	11.05%
Medical	10	5.52%
Public Service	22	12.15%
Rescue	3	1.66%
No Emergency	109	60.22%
Law Enforcement Support	1	0.55%
<b>Total</b>	<b>181</b>	<b>100.00%</b>



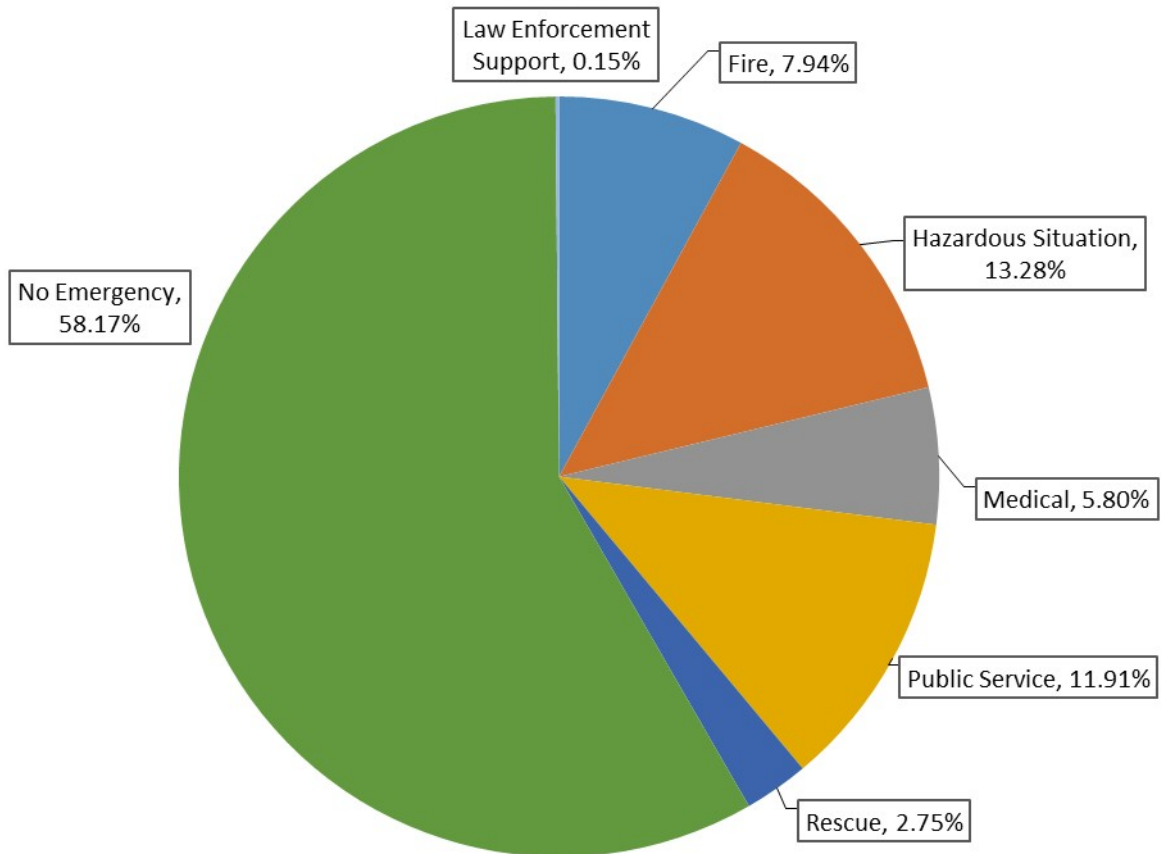
# West Chester Fire Department

401 E GAY STREET

WEST CHESTER, PENNSYLVANIA 19380

TELEPHONE: 484-887-2817

## Major Incident Types 2026



Major Incident Type	# Incidents	% of Total
Fire	52	7.94%
Hazardous Situation	87	13.28%
Medical	38	5.80%
Public Service	78	11.91%
Rescue	18	2.75%
No Emergency	381	58.17%
Law Enforcement Support	1	0.15%
<b>Total</b>	<b>655</b>	<b>100.00%</b>



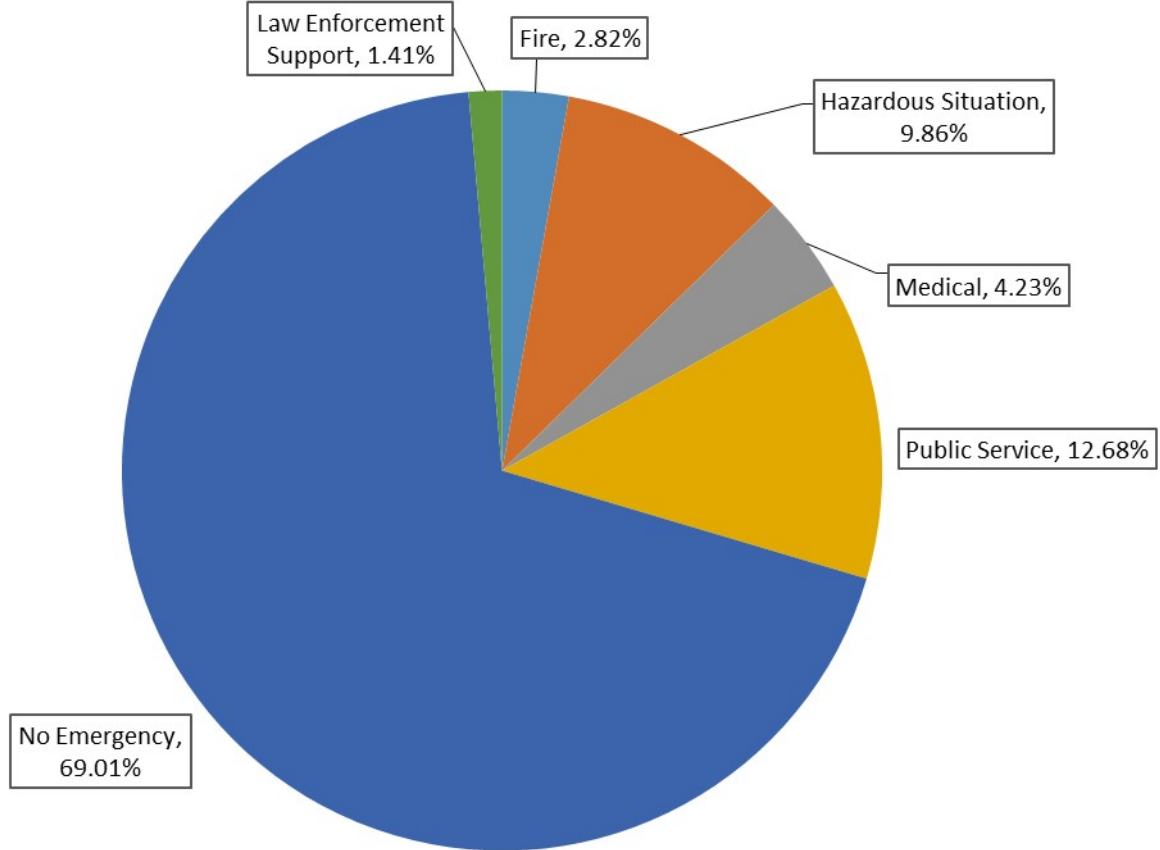
# West Chester Fire Department

401 E GAY STREET

WEST CHESTER, PENNSYLVANIA 19380

TELEPHONE: 484-887-2817

## Major Incident Types April - West Chester Borough



Major Incident Type	# Incidents	% of Total
Fire	2	2.82%
Hazardous Situation	7	9.86%
Medical	3	4.23%
Public Service	9	12.68%
Rescue	0	0.00%
No Emergency	49	69.01%
Law Enforcement Support	1	1.41%
<b>Total</b>	<b>71</b>	<b>100.00%</b>



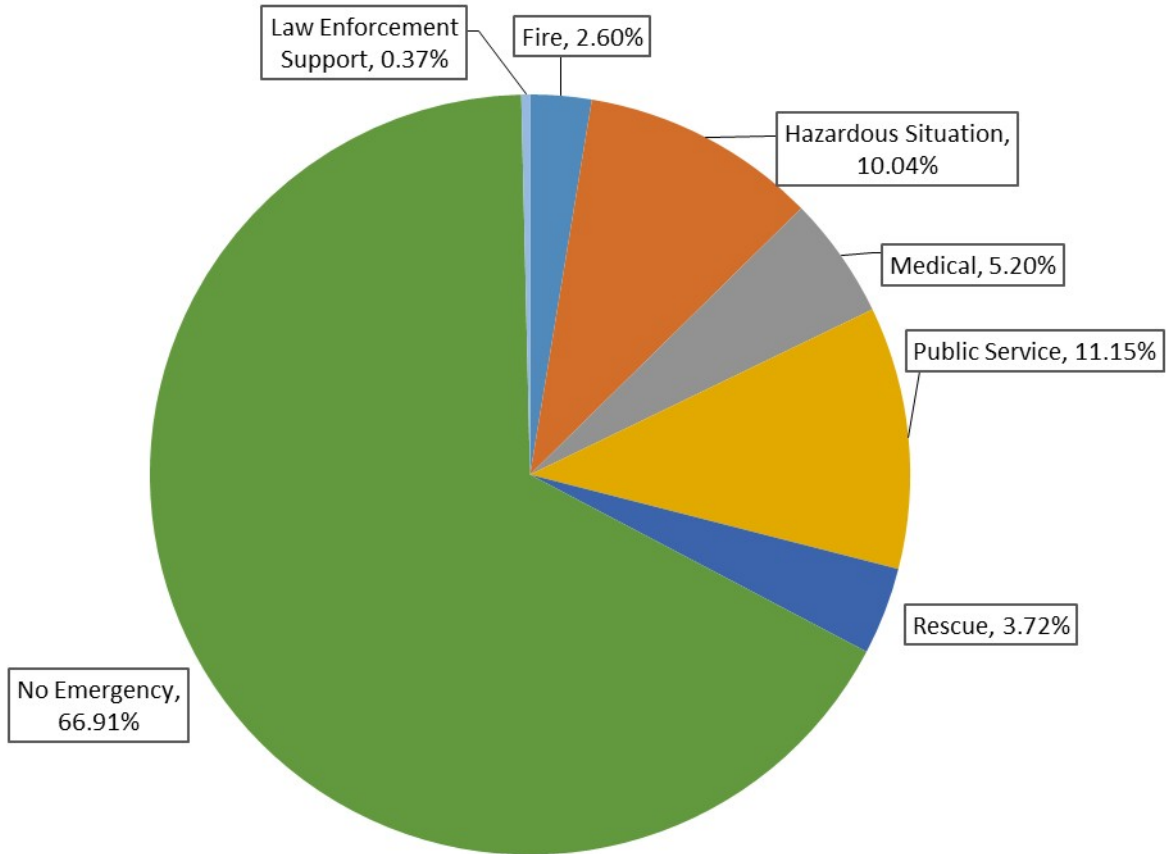
# West Chester Fire Department

401 E GAY STREET

WEST CHESTER, PENNSYLVANIA 19380

TELEPHONE: 484-887-2817

## Major Incident Types 2026 - West Chester Borough



Major Incident Type	# Incidents	% of Total
Fire	7	2.60%
Hazardous Situation	27	10.04%
Medical	14	5.20%
Public Service	30	11.15%
Rescue	10	3.72%
No Emergency	180	66.91%
Law Enforcement Support	1	0.37%
<b>Total</b>	<b>269</b>	<b>100.00%</b>

# WCPD Monthly Report

## May 2026

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# This week:

- Officer Stuart Smith to retire
- Hired October 3, 1993
- Retiring May 15, 2026





## What's new this month?:

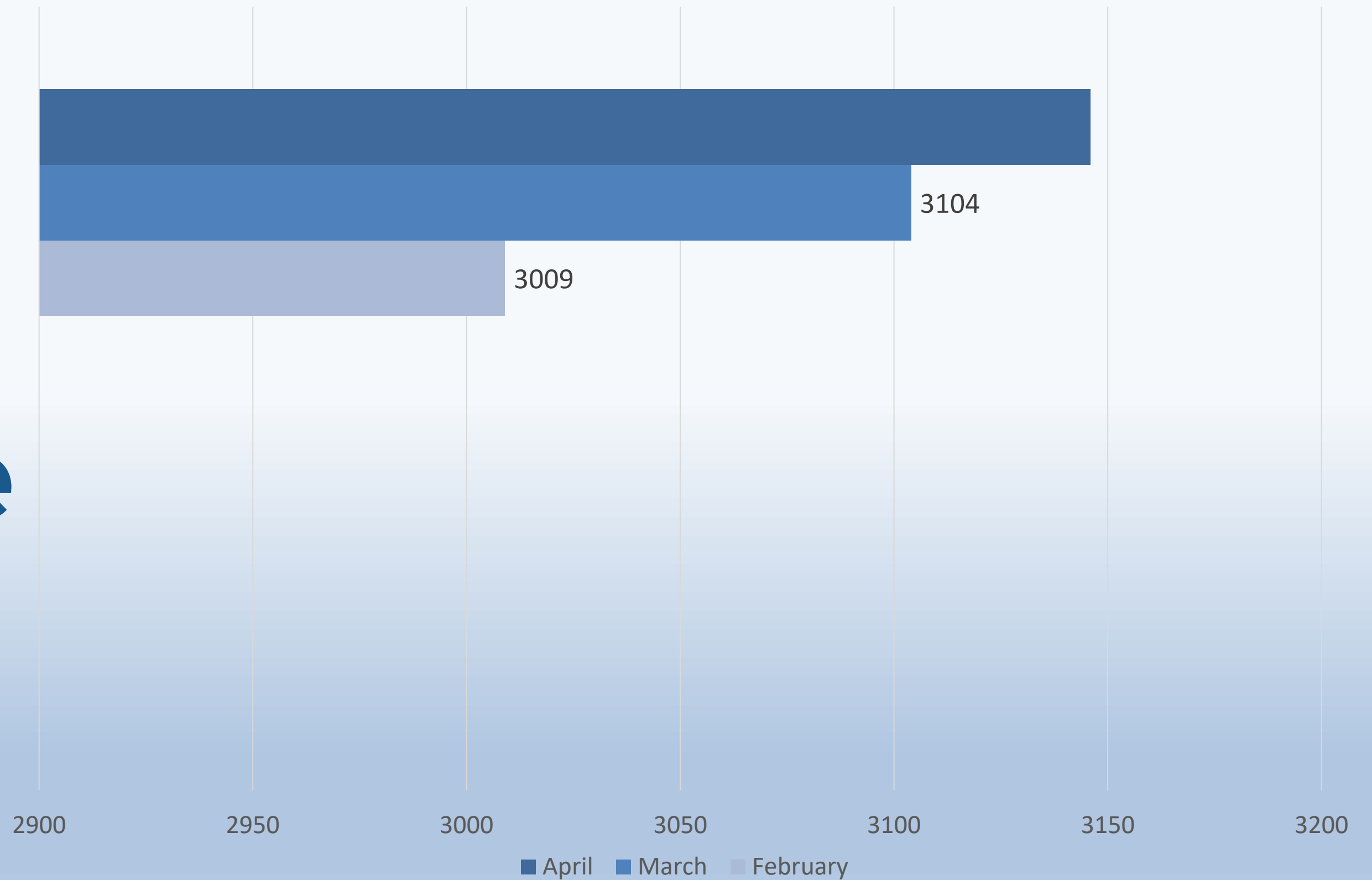
- Hiring process for police officers continues
- Background investigations for top 20 candidates
- Civil Service has certified a list and Mayor DeBaptiste is interviewing finalists.
- Seeking Council approval to hire once the Mayor has made selections (hope to have names and bios by the work session)
- Commission is asking (through finance committee) for additional funds due to number of interviews, polygraphs, etc



## What's new this month?:

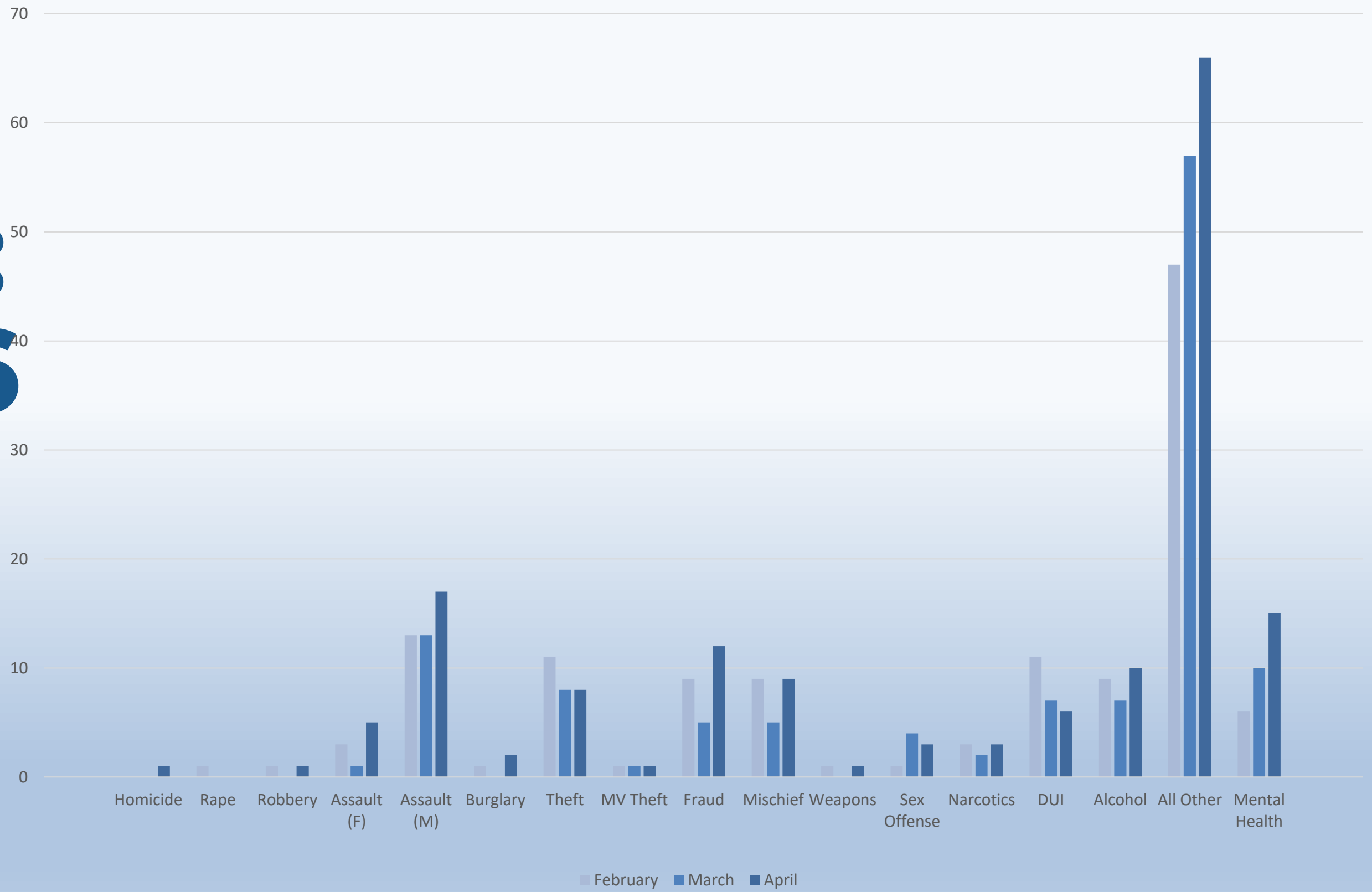
- Two Officers are attending Crisis Intervention Team (CIT) training. Almost every WCPD officer has this training
- One officer has attended SFST training
- Investigation into Pedestrian Struck Crash from April 12<sup>th</sup> is ongoing.

# Total Calls for Service to WCPD:

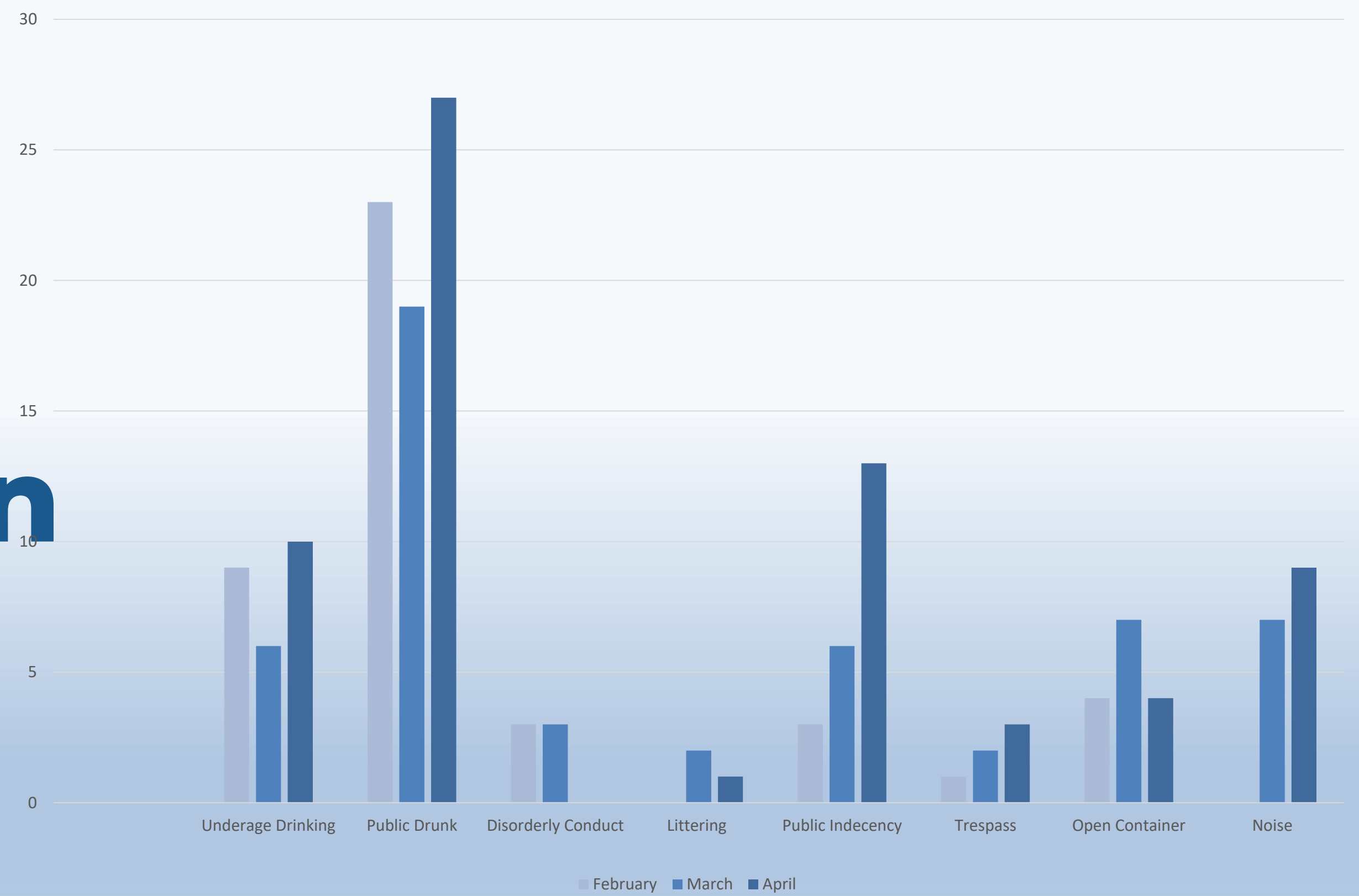




# Crimes Reported: April 2026



# Nuisance Crime Breakdown



# Get in Touch:

For more information



[PoliceChief@west-chester.com](mailto:PoliceChief@west-chester.com)



401 East Gay Street, West Chester,  
PA 19380



+610.436.1323



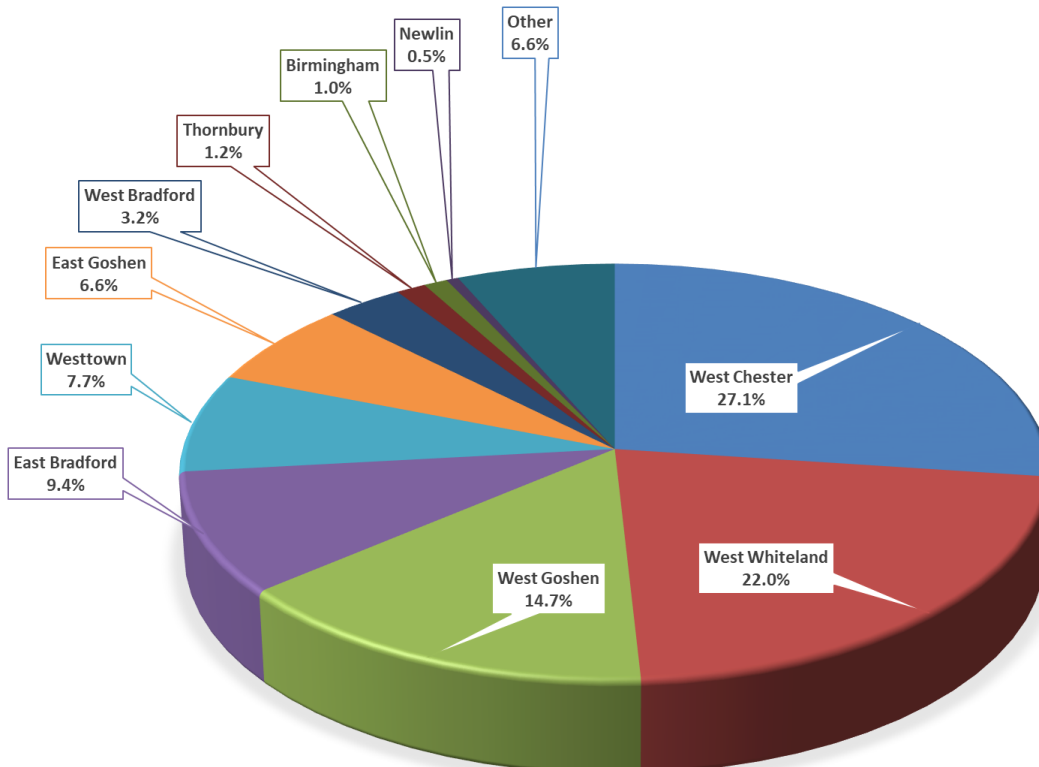
[www.west-chester.com](http://www.west-chester.com)



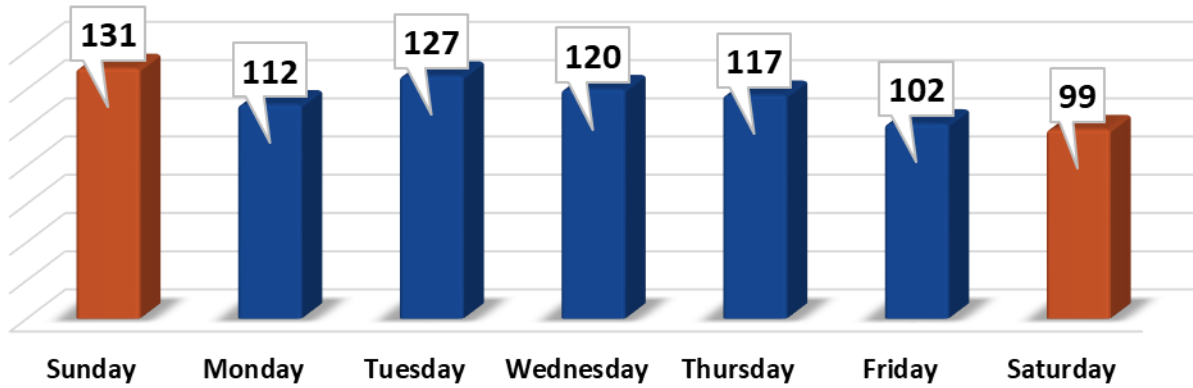
***April 2026***  
**OPERATIONS REPORT**

# CALL VOLUME

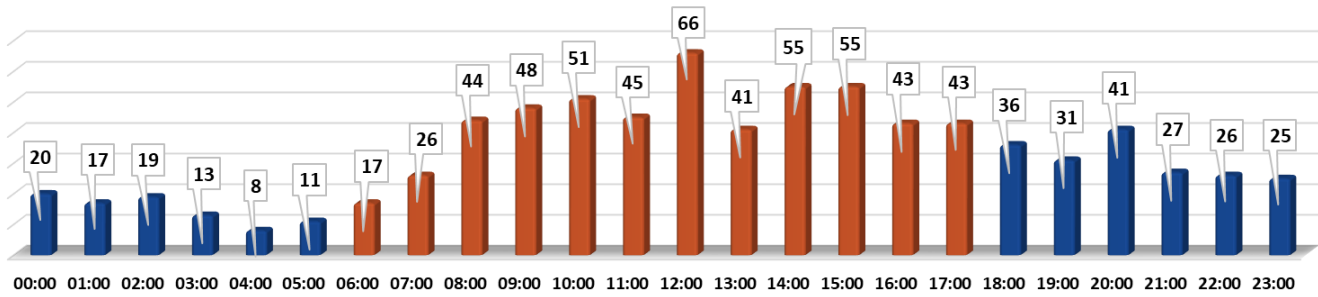
Municipality	Month	% of Calls	YTD
West Chester	219	27.1%	790
West Whiteland	178	22.0%	767
West Goshen	119	14.7%	551
East Bradford	76	9.4%	273
Westtown	62	7.7%	257
East Goshen	53	6.6%	232
West Bradford	26	3.2%	107
Thornbury	10	1.2%	57
Birmingham	8	1.0%	28
Newlin	4	0.5%	15
East Whiteland	12	1.5%	
Downingtown	11	1.4%	
Uwchlan	7	0.9%	
Upper Uwchlan	6	0.7%	
East Caln	5	0.6%	
Caln	4	0.5%	
West Vincent	2	0.2%	
Coatesville	1	0.1%	
East Marlborough	1	0.1%	
Easttown	1	0.1%	
Pennsbury	1	0.1%	
Pocopson	1	0.1%	
West Pikeland	1	0.1%	
	808		



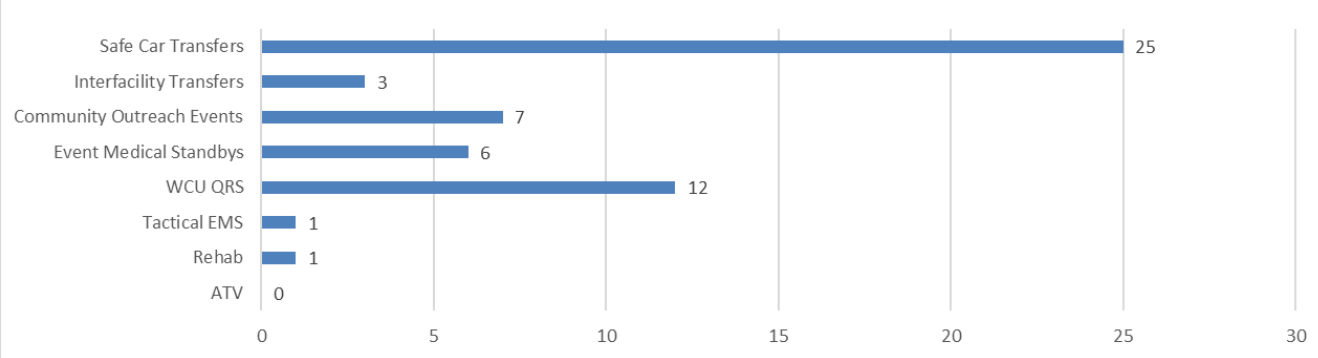
### Call Volume By Day of Week



### Call Volume By Hour

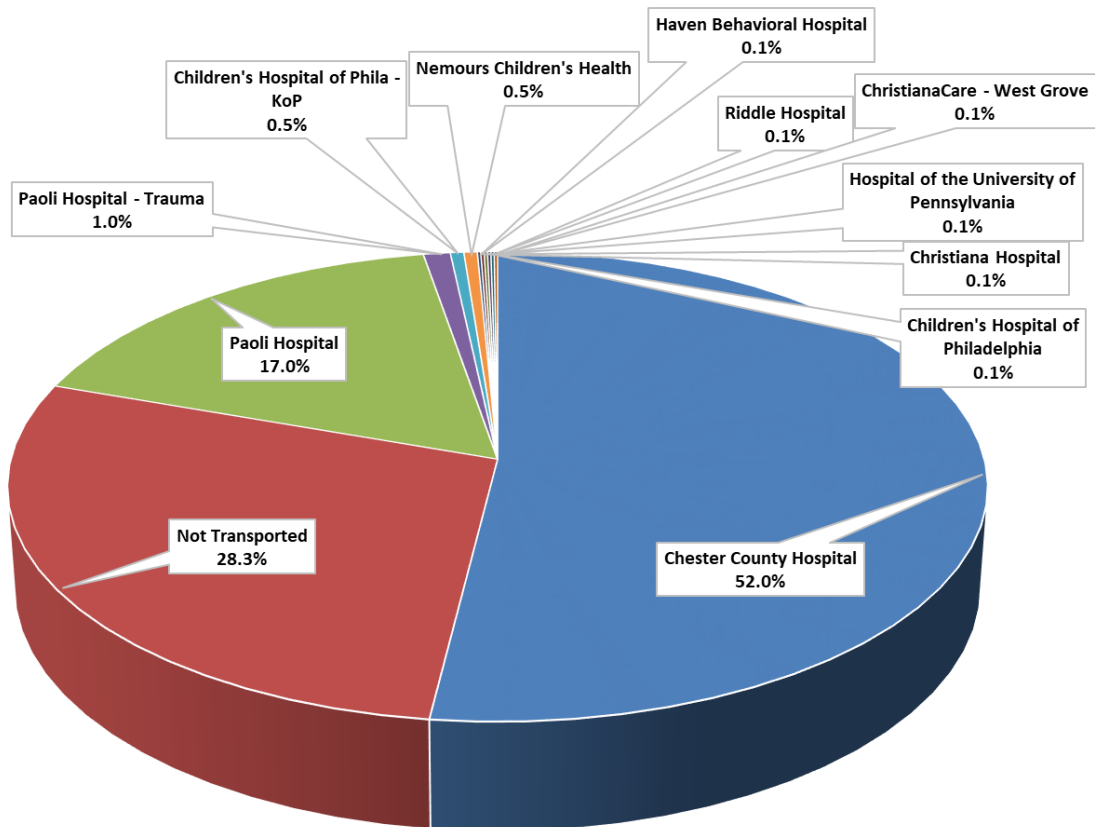


### Interfacility Transports & Special Operations



# HOSPITAL DESTINATION INFORMATION

Receiving Hospital	Total	%
Chester County Hospital	420	52.0%
Not Transported	229	28.3%
Paoli Hospital	137	17.0%
Paoli Hospital - Trauma	8	800.0%
Children's Hospital of Phila - KoP	4	400.0%
Nemours Children's Health	4	400.0%
Haven Behavioral Hospital	1	100.0%
Christiana Hospital	1	0.1%
Children's Hospital of Philadelphia	1	0.1%
Hospital of the University of Pennsylvania	1	0.1%
Riddle Hospital	1	0.1%
ChristianaCare - West Grove	1	0.1%
	<b>808</b>	
<b>Transported:</b>	<b>579</b>	<b>71.7%</b>
<b>Not Transported:</b>	<b>229</b>	<b>28.3%</b>
	<b>808</b>	



## AGENDA

### Public Safety & Quality of Life Committee of Borough Council

Date: Tuesday, April 7, 2026 @ 6:00 PM

Committee Members: Bryan Travis, Chair  
Lisa Kearns  
Brian McGinnis

Staff & Representatives: Joshua Lee, Chief - West Chester Police Department  
Keith Kurowski, Director of Parks & Recreation  
Sean Metrick, Borough Manager  
Mark Scanlon, Fire Chief West Chester Fire Department  
Justin Robbins, Director of Operations Good Fellowship Ambulance Club

1. Call to order 6:19pm
2. Announcements - None
3. Comments, suggestions, petitions by residents in attendance regarding items not on the agenda.  
*(Please be advised that all public comments have a 5-minute time limit.)*

Jerome Szczepaniak, 120 E. Virginia Ave, two constituents contacted him concerning traffic and safety on the 100 block of West Lafayette Street. Cars speeding and rolling through stops signs where small children live. He understands there will not be an answer at the meeting, but asks what can be done to help curb this: additional signage, patrol, traffic enforcement, crosswalk refresh, etc.

4. Reports - (Attachments)

A. Monthly WCFD Report

Assistant Chief Justin McClure reports that call volume is over 100 calls compared to previous years, much like the police and EMS are experiencing too. WCFD put its new boat and ATV into service, which were capital projects in 2025. Committee member Lisa Kearns asks when the last fatal fire in West Chester? And how does the department learn from this type of incident? Asst. Chief McClure stated it was December 26, 2023, at 51 Patton Alley. Justin shared that after the incident the department reviews their tactics and response to determine if there needs to be any improvements. The Fire Marshal also completes an investigation and issues a report to the department.

B. Monthly WCPD Report

Chief Lee reports on the status of the hiring process. He also states that the department on average responds to more than 3,000 calls each month, with the majority of them being noncriminal calls. Saturday, March 21<sup>st</sup> was a busy afternoon and evening in the southeast due to loud, boisterous and disturbing behavior in the college-aged neighborhoods. There were 8 noise complaints in the southeast between 2pm and 3am. Large parties with anywhere from 10 to 100 people. Officers answered every complaint as well as proactive with residences that had large gatherings and moved people along before complaints. Arrests were made and citations were issued for various offenses. Most of these were in the southeast quadrant, but there were a few parties in the southwest as well.

C. Monthly GFAC Report

Justin Robbins reports that GFAC responded to 857 emergency calls with 206 in the borough. Justin explains the chart on the last page of the report that highlights non-emergency events and activities their personnel attend.

D. Public Safety Committee – *Chair Report, workplan and issues raised at prior meetings (attachment)*

Chair Bryan Travis discusses items that are on his chair workplan. There has been some discussion and the work continues on them.

5. Old Business

- A. Approve March 2026 meeting minutes (attachment) **Approved 2-0**
- B. Motion to adopt the amendment to Chapter 80 – Peddling, Soliciting, Handbills (attachment)  
*Issue: Review amendments to Chapter 80*

Questions on those who qualify for exemption versus those required to have a solicitor's license. Limited to those who are exempt from state laws. Comments from Josh Coin, co-owner of Malena's, question confirm understanding and clarification of 80-9. Pete the owner of the Green House on West Gay Street and Malena Martinez, co-owner of Malena's both also remark about the solicitors at their intersection on Gay Street. Multiple peddlers, people and organizations asking for money or signatures, are blocking and preventing foot traffic and access to businesses. They also trap people who are window shopping and intervene with employees. There are questions and clarifications still needed. Tabled & will go back to committee.

6. New Business

- A. Discuss impact of mass gatherings in residential areas.  
*Issue: Discuss mass gatherings at student houses and social clubs in residential neighborhoods.*

Bryan Travis brings to committee the idea of having some sort of parameters or boundaries for events like this, to be proactive to prevent mass gatherings from becoming too large and disruptive. Brian McGinniss suggests a type of permit process for the owner or renter to apply for a gathering for a specific day and time. Mr. Travis had this idea on his list as well. Lisa Kearns states there is only so much WCU can do about this. There is concern about homes that are used for social gatherings for clubs, fraternities, sororities, etc. Anne Carroll comments on the activity of students and committee suggestion of permits. She suggests proactive enforcement. Also, enforce occupancy laws/ordinances for homes with parties. Chief Lee encourages people to call the police for noise, safety, or any issue they feel they need assistance. Bryan Travis asks about unruly behavior ordinance. Chief Lee responds that as long as the ordinance is within someone's constitutional rights it may be enforced. Mr. Travis is looking for help from the WCPD and the committee to problem solving these issues. He also asks about Newark, Delaware in comparison to West Chester, such as the size, need for more staff, etc. Public comments were also heard from Kim Bove of S. Walnut Street asking what power the borough has over property owners with unruly renters. Sean Barry of Linden Street thanks the WCPD, and asks about public safety and when it becomes a liability with these parties and homes. He suggest coming at the issue from many angles. George Nebel of S. Walnut Street asks are we fully using resources from the state, such as PA Liquor Control Board or other entities for parties, charging for entry, etc. Mr. Travis summarizes main points discussed: Other towns with universities have unruly social gathering ordinances, large party permit systems (to allow parties, but contain them to prevent mob scenes, boundaries), reevaluate having parking officers and codes officers working on weekends, landlord accountability, communication with WCU, be that WC University Police or University officials. Better coordination of these points, through the proper committees or channels seems to be the best route to solutions for the safety and quality of life in the neighborhoods.

- B. Motion to approve weekend closure of Gay Street for summer open air market.

*Issue: Approve the weekend closure of Gay Street*

John O'Brien from Downtown WC asked why Gay Street is not closed thru the end of September.

*Approved 3-0 for May 1- September 21, 2026*

- C. Discuss impact of vape shops in residential neighborhoods in proximity to parks, schools, and bus stops in the residential zoning districts.

*Issue: Discuss the impact of the retail use of vape shops in residential neighborhoods*

The community discussed the impact of the vape shop currently in business in a residential neighborhood. Lola Birkenstock described the extreme lighting the store has, where the LED lights shine, glare and flash into neighbors' windows and doors. The lights are on until 10pm in the evening. The committee will bring this to council worksession to be sent to solicitor to see if there is the possibility to create an ordinance. 3-0

- D. Discuss Borough chain of command for emergency and non-emergency issues in the Borough.

*Issue: Currently there is no in-house emergency and/or non-emergency team to contact.*

What is the process for emergency and non-emergency weekend issues? Council Vice President Bernie Flynn is looking for onsite Borough Administration personnel for weekend on call for emergencies. He suggests rotation between department heads. Chief Lee states that the borough has its own dispatchers onsite 24/7, so anyone may call the non-emergency line 610-696-2700. The dispatcher has all of the numbers for all department heads to contact them for weekend and after hours. John Brill is the Emergency Management Coordinator for Borough of West Chester, for the last 26 years. He handles emergencies that need to have a coordination for multi-agency or multi-jurisdictions. Agreement that WCPD dispatch will handle all calls, no recommendations.

- E. Special Event Applications (SEAs) (attachments)

1. West Chester Green Team – Porchfest 2026 – May 16, 2026
2. Friends of Marshall Square Park – Summer Concert Series: June 18, July 9, July 30, August 20
3. F4s Chili Cook Off – October 11, 2026 (Rain date: October 18, 2026)

*Issue: Approve Special Event Permits*

Items 1 and 2 approved 3-0

Item 3 tabled until May meeting

7. Other Business            NONE

8. Adjournment 8:11pm

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ORDINANCE NO. \_\_\_\_ – 2026

BOROUGH OF WEST CHESTER

CHESTER COUNTY, PENNSYLVANIA

**AN ORDINANCE OF THE BOROUGH OF WEST CHESTER, CHESTER COUNTY, PENNSYLVANIA, AMENDING CHAPTER 80 OF THE BOROUGH CODE TITLED “PEDDLING AND SOLICITING; HANDBILLS AND POSTERS; STREET PERFORMANCES”, ARTICLE I TITLED PEDDLING AND SOLICITING TO AMEND THE REGULATIONS RELATED TO PEDDLING AND SOLICITING.**

BE IT ENACTED AND ORDAINED and it is hereby enacted by authority of the Council of the Borough of West Chester as follows:

**SECTION 1.** Chapter 80 of the Borough Code titled, “Peddling and Soliciting; Handbills and Posters; Street Performances”, Article I, titled, “Peddling and Soliciting” shall be amended in its entirety and replaced with the following new Article I:

**“ARTICLE I. Peddling and Soliciting.**

**§ 80-1. Purpose.**

This Article is intended to regulate soliciting and peddling in the Borough to ensure the public health, safety, and welfare; to protect against criminal activities, such as fraud and burglary; to minimize disruption and disturbance to residents and businesses and to maintain the public streets and sidewalks in a safe and passable condition.

**§ 80-2. Definitions; word usage.**

A. As used in this Article, the following terms shall have the meanings indicated, unless a different meaning clearly appears from the context:

**GOODS**

Any wares, foodstuffs, merchandise, or services offered for sale, whether or not displayed.

**LEGAL HOLIDAY**

New Year's Day, Martin Luther King Day, Presidents Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day.

**PEDDLER**

Any Person who goes upon the premises of any private residence or business in the Borough, not having been invited by the occupant thereof, or any Person who goes upon the Borough streets, sidewalks, or other public place, carrying or transporting

Goods, wares, merchandise, personal property, or services of any nature, or offering the same for sale.

**PEDDLING**

All activities ordinarily performed by a Peddler as indicated under the definition of "Peddler" herein.

**PERSON**

Any natural Person, partnership, association, corporation, or other legal entity.

**SOLICITING**

All activities ordinarily performed by a Solicitor as indicated under the definition of "Solicitor" herein.

**SOLICITOR**

Any Person who goes upon the premises of any private residence or business in the or business in the Borough, not having been invited by the occupant thereof, or any Person who goes upon any or Borough street, sidewalk, or other public place, for the purpose of offering, taking or attempting to take orders for the sale of Goods, merchandise, wares or other personal property of any nature for future delivery or for services to be performed in the future, or for the solicitation of support or donations where said support or donation is unsolicited by the Person or entity being solicited.

B. The singular shall include the plural; the plural shall include the singular; and the masculine shall include the feminine and neuter.

**§ 80-3. License required; fee.**

No Person shall engage in Peddling or Soliciting within the Borough without first having obtained from the Borough a license, including any application fee or related fees, in an amount set by resolution of the Borough Council.

**§ 80-4. Application for license.**

- A. Every Person desiring a license under this article shall file an application with the Borough prior to commencing Soliciting or Peddling activities. The application shall include, at a minimum, the following:
  - (1) The applicant's full name, date and place of birth, local address, permanent address, telephone number, and copy of driver's license or other form of photo identification.
  - (2) The name, address, telephone number, and tax identification number of the applicant's employer or principal.

- (3) The nature of business or activity in which the applicant wishes to engage within the Borough and a description of the Goods to be sold or the service to be performed.
- (4) The days of the week and hours the applicant wishes to engage in such activity and the specific location where the peddling or soliciting shall occur.
- (5) If a vehicle is to be utilized, a description of the vehicle, the vehicle license number and expiration date, operator's driver's license number and expiration date and proof of automobile liability insurance.
- (6) An authorization from the applicant's employer or principal, which shall contain an agreement on the part of the employer or principal, in consideration for issuance of the license, to become liable for any and all acts of the applicant, while in the Borough.
- (7) An FBI clearance certificate that is dated within 12 months from the date of the application.
- (8) Proof of possession of any license or permit which the applicant is required to have under federal, state, county or other local law in order to conduct the proposed Peddling or Soliciting including proof of registration with the Commonwealth based on the Pa. Solicitation of Funds for Charitable Purposes Act.
- (9) An acknowledgement that the applicant is aware of and understands the regulations set forth in this article.
- (10) If the applicant intends to utilize other people to assist in the Peddling or Soliciting, all applicable information shall also be supplied for each person, and each person will be required to obtain his/her/their own license.

B. Licenses are not transferable to any other Person or entity.

**§ 80-5. Exemptions.**

The following Persons, although subject to all other provisions of this Article, are exempt from the license and application requirements when engaging in the activities described herein:

- ~~A.— Farmers engaged in selling only the produce of their own farms.~~
- ~~B.— Persons engaged in the sale of goods, wares and merchandise donated by the owner thereof, the proceeds whereof are to be applied to any charitable or philanthropic purpose.~~

**AC.** Persons who have been licensed by the Commonwealth of Pennsylvania to engage in an activity described below, when so engaged:

- (1) Real estate broker.
- (2) Insurance broker.
- (3) Securities broker.

**BD.** Political campaign workers.

C. Any organizations that are exempt from registration and licensing based on the Pa. Solicitation of Funds for Charitable Purposes Act.

**§ 80-6. Issuance of license; display and exhibit.**

- A. Upon receipt of such an application and the prescribed fee, the Borough shall have 10 business days to review and verify the information provided.
- B. The Borough may deny a license if: 1) the application is incomplete; 2) the FBI clearance certificate evidences that the applicant was convicted of a felony or misdemeanor involving dishonesty, deceit, fraud, theft, sexual offenses, or crimes of violence in the past 10 years; 3) there are misrepresentations in the application; 4) any fraud or deceit is identified in the application; 5) there is prior failure to comply with any law concerning Soliciting, Peddling or consumer sale; or 6) the sale or offering for sale of illegal merchandise or services is proposed.
- C. If the application is otherwise in order and there are no grounds for denial of a license as set forth in 80-6.B above, the Borough shall issue the license to the applicant.
- D. The license shall be valid for a period of one year from the date of issuance.

**§ 80-7. Standards of conduct.**

Every person to whom a license has been issued shall in the conduct of his/her activity comply with the following standards of conduct:

- A. He/she shall carry his/her license at all times and exhibit it upon request to any police officer or ordinance officer of the Borough and to any person upon whom he/she shall call or with whom he/she shall talk.
- B. He/she shall not permit any person to have possession of his/her license and shall immediately report its loss to the Borough Manager. He/she shall not cause or permit his/her license to be altered or defaced in any way.
- C. He/she shall not enter or attempt to enter any dwelling or otherwise remain upon any private property without the invitation or permission of the occupant or property

owner and shall immediately leave any premises upon request of the occupant or property owner.

- D. He/she shall engage in soliciting only between the hours of 9:00 a.m. to 8:30 p.m. Monday through Friday, on Saturday and legal holidays, 12:00 noon to 4:00 p.m. and on Sunday only in the Town Center Zoning District.
- E. He/she shall not occupy any fixed location upon or along any of the streets, alleys, or sidewalks of the Borough for the purpose of peddling or soliciting, with or without any sign, stand, counter, or cart.
- F. He/she shall not occupy or operate in a congested area where the activities may impede or inconvenience the public or block safe pedestrian access. He/she remain a minimum of five feet from all entrances to buildings.
- G. He/she shall inform the Borough Police Department, in writing, of any changes to information supplied on the then-current application within five days of such change.
- H. He/she shall immediately surrender his/her license to the Borough of West Chester Borough Manager upon suspension or revocation thereof.
- I. He/she shall maintain a valid driver's license, vehicle registration and automobile liability coverage valid for the duration of the license period.

**§ 80-8. Denial, suspension, and revocation of license; appeals.**

- A. The Borough is hereby authorized to suspend or revoke any license if the holder fails to comply with the standards of conduct or responsibilities set forth in this article. A license may also be suspended or revoked upon the basis of:
  - (1) Fraud, misrepresentation or false statements in the license application;
  - (2) Fraud, misrepresentation or false statements by the licensee in the course of Peddling or Soliciting;
  - (3) Peddling or Soliciting in violation of this article or in a manner that violates federal, state, or local law or regulations or the terms of any other license involved in the Peddling or Soliciting;
  - (4) Conviction of a felony or misdemeanor involving dishonesty, deceit, fraud, theft, sexual offenses, or crimes of violence.
  - (5) Peddling or Soliciting in a manner as to create a public nuisance, a breach of peace, or endanger the health, safety, or general welfare of the public.
- B. No part of a license fee shall be refunded to any Person whose license shall have been denied, suspended, or revoked.

**§ 80-9. Peddling and Soliciting on Borough owned land.**

- A. Any person licensed under this article or exempt under §80-5 hereof shall not occupy or use any street, alley, sidewalk or land owned by the Borough for the purpose of engaging in peddling or soliciting unless approved as part of a special event pursuant to §80-9.B below or approved as a food truck in accordance with applicable food truck regulations in the Borough Code..
- B. Any person that has received approval from Borough Council to conduct a special event within the Borough shall be responsible for the vendors participating within the boundaries of that event. The organizer of the event shall register each vendor with the Borough Manager and supply information required by § 80-4 of this article. Registered vendors will receive permission to operate their stands for that special event only and will not be required to pay the registration fee required by this article. No other vendors will be permitted within the boundary area of such event during the time period designated for the special event. Existing businesses in the Borough will be permitted to sell merchandise in the area adjacent to the business, provided that such business complies with and conducts such sale in accordance with the vendors' responsibilities and guidelines applicable to such special event.

**Commented [KC1]:** We will adopt new regulations.

**§ 80-10. Public collection.**

Public collection (bucket brigades) shall be conducted in accordance with the provisions of § 80-7. Each person participating in the public collection shall identify on his or her body the name of the organization or cause which the funds are collected for. No public collection will be permitted on Sunday. Only one nonprofit or charitable organization will be permitted to conduct a public collection on any permitted day or within any permitted time period. A nonprofit or charitable organization shall be permitted to conduct a public collection twice per calendar year, provided that each collection is at least six months after the last public collection conducted by such nonprofit or charitable organization.

**§ 80-11. Violations and penalties.**

Any Person who violates or permits a violation of this chapter shall, upon conviction in a summary proceeding brought before a Magisterial District Judge under the Pennsylvania Rules of Criminal Procedure, be guilty of a summary offense and shall be punishable by a fine of not more than \$600, plus costs of prosecution, including reasonable attorneys' fees. In default of payment thereof, the defendant may be sentenced to imprisonment for a term not exceeding 30 days. Each day or portion thereof that such violation continues or is permitted to continue shall constitute a separate offense, and each section of this chapter that is violated shall also constitute a separate offense.”

**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



**Borough of West Chester**  
401 East Gay St West Chester PA 19380  
www.west-chester.com  
(610)-692-7574

RESOLUTION #2026-09

WHEREAS, Council of the Borough of West Chester intends to follow the Retention and Disposition Schedule for Records of Pennsylvania Municipalities issued for Local Government Records Committee by Pennsylvania Historical and Museum Commission, division of Archives and Manuscripts, Harrisburg, May 17, 1992; approved December 16, 2008, and amended March 28, 2019, and;

WHEREAS, said Schedule and Legislation require that each individual act of disposition be approved by said Resolution of the Council of the Borough of West Chester; and,

WHEREAS, the Borough of West Chester desires to dispose of various unnecessary records, which are attached hereto and made a part of this Resolution;

NOW, THEREFORE BE IT RESOLVED, this 20th day of May, 2026 the Council of the Borough of West Chester hereby resolves to approve the individual acts of disposition for the records as attached to this document:

Be it Resolved this 20<sup>th</sup> Day of May, 2026

ATTEST:

**BOROUGH COUNCIL FOR THE  
BOROUGH OF WEST CHESTER**

\_\_\_\_\_  
Sean Metrick, Secretary

\_\_\_\_\_  
Nicole Scimone, President

\_\_\_\_\_  
Bernie Flynn, Vice-President

\_\_\_\_\_  
Lisa Kearns, Council Member

\_\_\_\_\_  
Stephen Marvin, Council Member

\_\_\_\_\_  
Brian McGinnis, Council Member

\_\_\_\_\_  
Jerome Szczepaniak, Council Member

\_\_\_\_\_  
Bryan Travis, Council Member



# West Chester Police Department

## MEMORANDUM

---

TO: Chief Lee

FROM: Lt. Ditz

DATE: 18 March 2026

SUBJECT: Destruction of Records

---

Chief Lee,

I am requesting permission to destroy the following records which have exceeded their retention periods as enumerated in 46 PA Code Section 15.59 Police Records and also in the Municipal Records Manual amended 2019:

1. Animal Law Enforcement Records prior to 2024
2. Bicycle Registration Records prior to 2024
3. Calibration Records prior to 2021
4. Citations prior to 2021
5. Complaints, Incident Reports, Offense Reports, Initial Activity Reports prior to 2023, where applicable
6. Community Relations files, where applicable
7. Criminal History Case Files, where applicable (Summary cases prior to 2021; All other cases except Homicide prior to 2005)
8. Criminal History Dissemination Records prior to 2024
9. Daily Activity Reports prior to 2023
10. Dispatcher Logs prior to 2023
11. Hunting Accident Reports prior to 2024
12. Internal Affairs Case files, where applicable
13. Master Name Index, where applicable
14. Missing Persons File, where applicable
15. Motor Vehicle Reports, where applicable (Accidents prior to 2021; Towed Vehicle Reports prior to 2024; Recommendations for Special Driver's Examinations prior to 2025)
16. Property Records prior to 2019, where applicable
17. Temporary Detention Records prior to 2023, where applicable

Respectfully submitted

**OFFICE USE ONLY - NOT TO BE COMPLETED BY THE APPLICANT**

Date Application Received: 5/5/24 Date Payment(s) Received: \_\_\_\_\_

YES  N/A

- Completed and Signed Application
- Date of event/Event time/Set up/Breakdown  
7/9/24 4-7pm 1-3pm 7-8pm
- Map of the Event or Location of the Event
- List of Streets to be Closed for the Event  
Roving Parade
- List of Borough Services requested - to be reviewed by West Chester Borough  
WCPD WCParking
- Non-refundable application fee - may be cash, check, or money order  
pending
- Applicant's Certificate of Insurance  
pending approval
- 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 <input type="checkbox"/>	NO <input type="checkbox"/>	Date: _____
Approved by Parking Department	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Date: _____
Approved by Parks and Recreation	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>	Date: <u>KAC 5/6/24</u>
Approved by Police Department	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Date: _____
Approved by Borough Council	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Date: _____

Notes:





# West Chester Police Department

## AGREEMENT FOR POLICE SERVICES

401 EAST GAY STREET

WEST CHESTER, PA 19380

TELEPHONE: 610-696-2700

*Chris Daly*  
Lieutenant

*Josh Lee*  
Chief of Police

*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: Budweiser Clydesdale

Event Date: 7-9-2026 Start Time: 5:00 End Time: 7:00

Name of Organization Hosting Event: Downtown West Chester

Person Responsible for Payment of Fee: 11

Address of Person Responsible for Fee: 137 N High Street

Phone Number of Person Responsible: [REDACTED]

Number of Police Officers Requested: TBD

I, John O'Brien 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.

*John O'Brien*  
Signature

5-5-2026  
Date

**OFFICE USE ONLY - NOT TO BE COMPLETED BY THE APPLICANT**

Date Application Received: \_\_\_\_\_ 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

Approved by Pubic Works	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Date: _____
Approved by Parking Department	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Date: _____
Approved by Parks and Recreation	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Date: _____
Approved by Police Department	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Date: _____
Approved by Borough Council	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Date: _____

Notes:

**OFFICE USE ONLY - NOT TO BE COMPLETED BY THE APPLICANT**

Date Application Received: \_\_\_\_\_ 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

Approved by Pubic Works	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Date: _____
Approved by Parking Department	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Date: _____
Approved by Parks and Recreation	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Date: _____
Approved by Police Department	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Date: _____
Approved by Borough Council	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Date: _____

Notes:

**OFFICE USE ONLY - NOT TO BE COMPLETED BY THE APPLICANT**

Date Application Received: \_\_\_\_\_

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

Approved by Pubic Works      YES       NO       Date: \_\_\_\_\_

Approved by Parking Department      YES       NO       Date: \_\_\_\_\_

Approved by Parks and Recreation      YES       NO       Date: \_\_\_\_\_

Approved by Police Department      YES       NO       Date: \_\_\_\_\_

Approved by Borough Council      YES       NO       Date: \_\_\_\_\_

Notes:

**OFFICE USE ONLY - NOT TO BE COMPLETED BY THE APPLICANT**

Date Application Received: \_\_\_\_\_ 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

Approved by Pubic Works      YES       NO       Date: \_\_\_\_\_

Approved by Parking Department      YES       NO       Date: \_\_\_\_\_

Approved by Parks and Recreation      YES       NO       Date: \_\_\_\_\_

Approved by Police Department      YES       NO       Date: \_\_\_\_\_

Approved by Borough Council      YES       NO       Date: \_\_\_\_\_

Notes:

Cup  
Match  
Party

**OFFICE USE ONLY - NOT TO BE COMPLETED BY THE APPLICANT**

Date Application Received: 5/5/24 Date Payment(s) Received: \_\_\_\_\_

YES  N/A

Completed and Signed Application

Date of event/Event time/Set up/Breakdown  
5/12/24 12-11pm 12-2pm 1p-12a

Map of the Event or Location of the Event

List of Streets to be Closed for the Event  
Already closed

List of Borough Services requested - to be reviewed by West Chester Borough  
WC PD WCPR

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: 1/24 5/6/24

Approved by Police Department YES  NO  Date: \_\_\_\_\_

Approved by Borough Council YES  NO  Date: \_\_\_\_\_

Notes:



April 19, 2026

CHESTER COUNTY PUB COMPANY LLC  
18-22 W GAY ST  
WEST CHESTER PA 19380-3011

RE: [REDACTED]  
License [REDACTED]  
File/Job No. [REDACTED]

Dear Licensee:

An Off-Premises Catering Permit is hereby granted to the above for the premises/location designated for the following day/hours:

Jun 12, 2026 to Jun 12, 2026  
From 5:00 pm to 11:00 pm

The off-premises catered function is to be held at the following location wherein this permit should be retained and posted:

Zero block of West Gay Street, West Chester, PA, 19380  
Inside: x  
Outside: 200 x 30

Authorization is granted for the sale of liquor and/or malt or brewed beverages (depending on your license type) by the glass, open bottle or other container, for consumption on the catered function site only, and the transportation of alcoholic beverages to and from the main licensed premises to the off-premises catered site.

At least 7 days prior to the catered function, you **MUST** notify the local police department and the Bureau of Liquor Control Enforcement, Pa. State Police, in writing of the date, time and place of the off-premises catered function. This notification can be mailed to: PSP BLCE, 3655 Vartan Way, Harrisburg, PA 17110 OR submitted electronically to [ra-splcenotification@pa.gov](mailto:ra-splcenotification@pa.gov). Please note that the approval of your catered function is subject to the following conditions and restrictions:

- Your PLCB license must be in an active status when each function is held.
- Each event/function shall not last longer than six (6) hours and must end by midnight. NOTE: functions held on New Year's Eve may extend until 2:00 a.m. on January 1.
- Off-premises catered functions must be held on otherwise unlicensed premises.
- Malt/brewed beverages and/or alcohol may only be sold at a catered function during the days and hours you are permitted to serve alcoholic beverages in your main establishment (i.e. you must hold a Sunday sales permit for events that are held on a Sunday).

- All staff serving alcohol at an off-premises catered function must be RAMP server/seller trained
- Functions may NOT be held at a location for which an objection by the Director of the Bureau of Licensing or the Board is pending under Section 470(a.1) of the Liquor Code, or at a location that is subject to a license suspension or the one-year prohibition on the issuance or transfer of a license under Section 471(b) of the Liquor Code.
- No alcoholic beverages may be removed from the premises where the function is being held.
- If a function is held on private property, the owner of the property is deemed to have submitted to the jurisdiction of the enforcement bureau and a warrant shall not be necessary for the enforcement bureau to enter and search the premises during the function.
- Neither the owner of the property nor the permit holder may sell tickets to a catered function unless one of the following conditions is met:

&nbsp; a. The permit holder has contracted with an eligible entity for the function, and the function is being used to raise money for the eligible entity's organization;

b. The permit holder has contracted with a nonprofit organization as defined under Section 501(c)(3) of the Internal Revenue Code of 1986 (Public Law 99-514, 26 U.S.C. § 501(c)(3)), for an event which has the sole purpose of raising funds for that nonprofit organization; or

c. The permit holder has contracted with an organization that holds tax exempt status under Section 527 of the Internal Revenue Code of 1986.

- The catered function location shall be subject to Section 493(34) of the Liquor Code relating to amplified noise.
- Catered functions may not be held at a location that is subject to a pending, protested transfer application.
- A permit shall not be used at any location that is mobile.
- A permit shall not be used at any location used for parking at a sports event or concert event.
- A permit shall not be used for a second function immediately following any other function for the same function host on any given day (i.e. multiple functions may be held on the same day during the same hours as long as they each have a different function host).
- The Board reserves the right to request additional information regarding events/functions at any time.

Any violation of these terms, or any other violation of the Liquor Code or the Board's Regulations occurring under the authority of your off-premises catering permit, may be the basis for the issuance of a citation under Section 471 of the Liquor Code, the nonrenewal of your license under Section 471, or the refusal by the Board to issue subsequent permits or honor subsequent dates on your existing permit.

Sincerely,

*Tisha Albert*

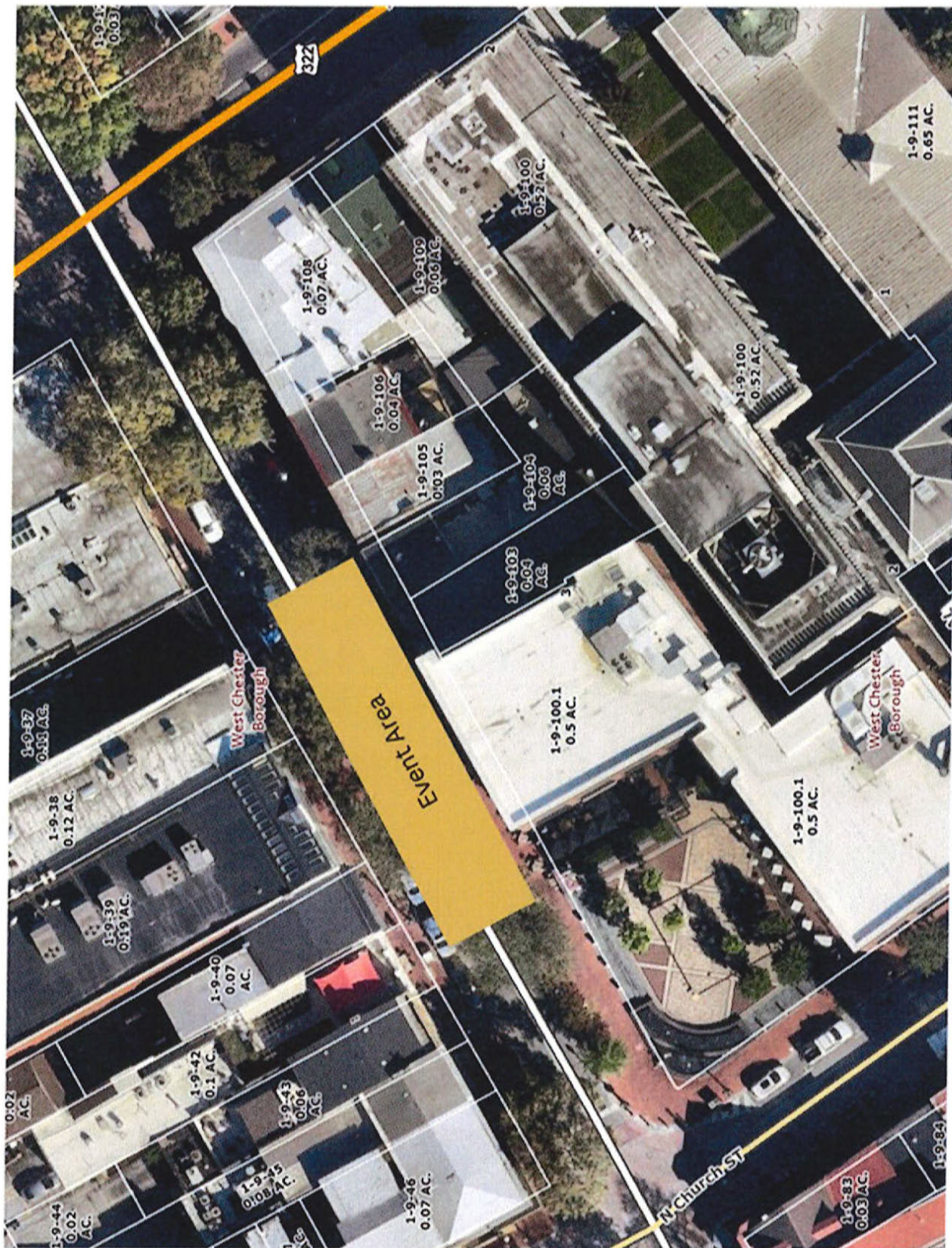
Tisha Albert, Director  
Office of Regulatory Affairs

Refer to: Licensing Information Center  
717.783.8250

cc PSP #1

cc PSPRE

cc PSPHQ





# West Chester Police Department AGREEMENT FOR POLICE SERVICES

401 EAST GAY STREET

WEST CHESTER, PA 19380

TELEPHONE: 610-696-2700

*Chris Daly*  
Lieutenant

*Josh Lee*  
Chief of Police

*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: World Cup Watch Party

Event Date: 6-12-2026 Start Time: 5pm End Time: 12 am

Name of Organization Hosting Event: ~~Ad~~ Kildore's / Downtown West Chester

Person Responsible for Payment of Fee: Dore Grey (Kildore's)

Address of Person Responsible for Fee: 18 W Gay Street

Phone Number of Person Responsible: [REDACTED]

Number of Police Officers Requested: \_\_\_\_\_

I, John O'Brien 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]  
Signature

4-12-2026  
Date

Organization/Sponsor Name: Downtown WC - Up on The Roof

fundraiser

**OFFICE USE ONLY - NOT TO BE COMPLETED BY THE APPLICANT**

Date Application Received: 4/22/20e Date Payment(s) Received: \_\_\_\_\_

YES  N/A

Completed and Signed Application

Date of event/Event time/Set up/Breakdown

9/12/20e 5-10pm 8a-5p 10p-11p

Map of the Event or Location of the Event

Chestnut st. garage rooftop

NA

List of Streets to be Closed for the Event

List of Borough Services requested - to be reviewed by West Chester Borough

WC parking

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

Pending

List of Sub-Contractors with Certificates of Insurance

Pending

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

Pending

Approved by Pubic Works YES  NO  Date: \_\_\_\_\_

Approved by Parking Department YES  NO  Date: \_\_\_\_\_

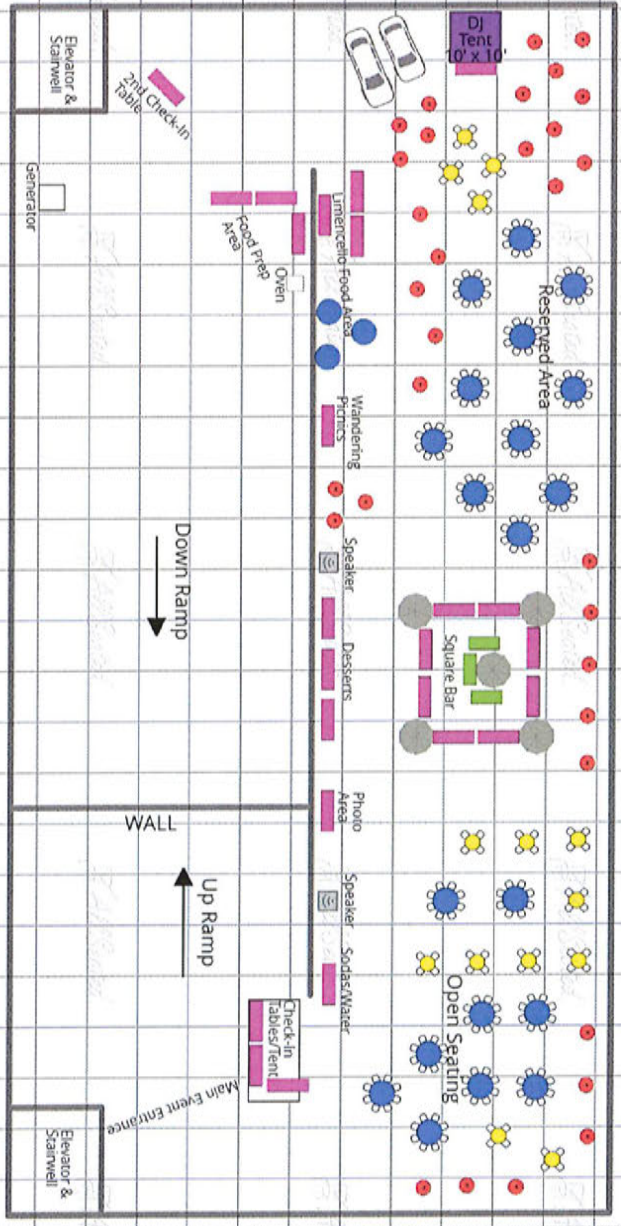
Approved by Parks and Recreation YES  NO  Date: 5/6/20e KAU

Approved by Police Department YES  NO  Date: \_\_\_\_\_

Approved by Borough Council YES  NO  Date: \_\_\_\_\_

Notes:

### Up On The Roof 2023



Layout based on 350 people (216 seated @ rd. tables)

- (3) Green Rectangles are 6' long tables
- (25) Pink rectangles are 8' long tables
- (32) Red rounds are H-top tables
- (14) Yellow rounds are 36" cocktail tables
- (23) Blue rounds are 60" tables
- (5) Gray rounds are Umbrellas

\*\* Each grid square is = to 10ft.

250 CHAIRS:  
 8 seats x 20 blue tables = 160  
 4 seats x 14 yellow tables = 56  
 34 extra chairs



# West Chester Police Department

## AGREEMENT FOR POLICE SERVICES

401 EAST GAY STREET

WEST CHESTER, PA 19380

TELEPHONE: 610-696-2700

*Chris Daly*  
Lieutenant

*Josh Lee*  
Chief of Police

*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: Up on the Roof

Event Date: 9-12-2026 Start Time: 5:30 pm End Time: 8:30 pm

Name of Organization Hosting Event: West Chester Downtown Foundation

Person Responsible for Payment of Fee: 11

Address of Person Responsible for Fee: 137 N High, West Chester PA

Phone Number of Person Responsible: [REDACTED]

Number of Police Officers Requested: Zero

I, John O'Brien 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]  
Signature

4-22-2026  
Date

F4 Chili Cook off

**OFFICE USE ONLY - NOT TO BE COMPLETED BY THE APPLICANT**

Date Application Received: 12/29/25

Date Payment(s) Received: \_\_\_\_\_

YES  N/A

Completed and Signed Application

Date of event/Event time/Set up/Breakdown

10/11/24 12-4p 6a-12p 4-7p

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

WC PD, WC Parking, WCPW

Non-refundable application fee - may be cash, check, or money order

online \$250

Applicant's Certificate of Insurance

pending approval

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

need approval to get

Approved by Pubic Works

YES  NO

Date: \_\_\_\_\_

Approved by Parking Department

YES  NO

Date: \_\_\_\_\_

Approved by Parks and Recreation

YES  NO

Date: 5/6/26 RTH

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](http://www.goodfellowship.org)

TO: Brenda Russell

## QUOTE

April 5 2026

Event Information	
Name:	Chili Cook-off 2026
Locations:	West Chester CBD
Date(s) / Time(s):	10/11/26 0730-1630
Expected Attendance:	6000
Resources Requested:	EMT x4 Medic x1
Contact Information:	<a href="mailto:brussell@f4service.org">brussell@f4service.org</a>

Hours	Resource	Unit Price	Total
9	EMT	\$50.00	\$450
9	EMT	\$50.00	\$450
9	EMT	\$50.00	\$450
9	EMT	\$50.00	\$450
9	Paramedic	\$85.00	\$765
<b>Total:</b>			<b>\$2565.00</b>

Please let me know if you have any questions or if any of the above information needs changed. Our business office will invoice after the event.

Brian Sporek  
 bsporek@goodfellowship.org

Justin Robbins  
 jrobbins@goodfellowship.org

Chaz Brogan  
 cbrogan@goodfellowship.org





# West Chester Police Department

## AGREEMENT FOR POLICE SERVICES

401 EAST GAY STREET

WEST CHESTER, PA 19380

TELEPHONE: 610-696-2700

**Chris Daly**  
Lieutenant

**Josh Lee**  
Chief of Police  
**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.

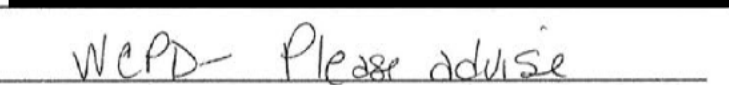
Event Name: F4 West Chester Chili Cook-Off

Event Date: 10/11/26 OR 10/18/26 (rain) Start Time: 6:00 AM End Time: 6:00 PM

Name of Organization Hosting Event: Florenza's Food for Friends (F4)

Person Responsible for Payment of Fee: Brenda Russell

Address of Person Responsible for Fee: 

Phone Number of Person Responsible: 

Number of Police Officers Requested: WCPD - Please advise

I, Brenda Russell 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.

Brenda Russell  
Signature

1/16/26  
Date

Organization/Sponsor Name: Unite 4 HER 5k

**OFFICE USE ONLY - NOT TO BE COMPLETED BY THE APPLICANT**

Date Application Received: 3/17/24 Date Payment(s) Received: \_\_\_\_\_

YES  N/A

Completed and Signed Application

Date of event/Event time/Set up/Breakdown

10/17/24 9-11a 7:30-9a 11a-12p

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, WCParking, WCPW

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

Pending

Proof of notification to Good Fellowship Ambulance - required for runs

Pennsylvania Liquor Control Board Permit if alcohol is to be served

Approved by Public Works YES  NO  Date: \_\_\_\_\_

Approved by Parking Department YES  NO  Date: \_\_\_\_\_

Approved by Parks and Recreation YES  NO  Date: KAM 5/6/24

Approved by Police Department YES  NO  Date: \_\_\_\_\_

Approved by Borough Council YES  NO  Date: \_\_\_\_\_

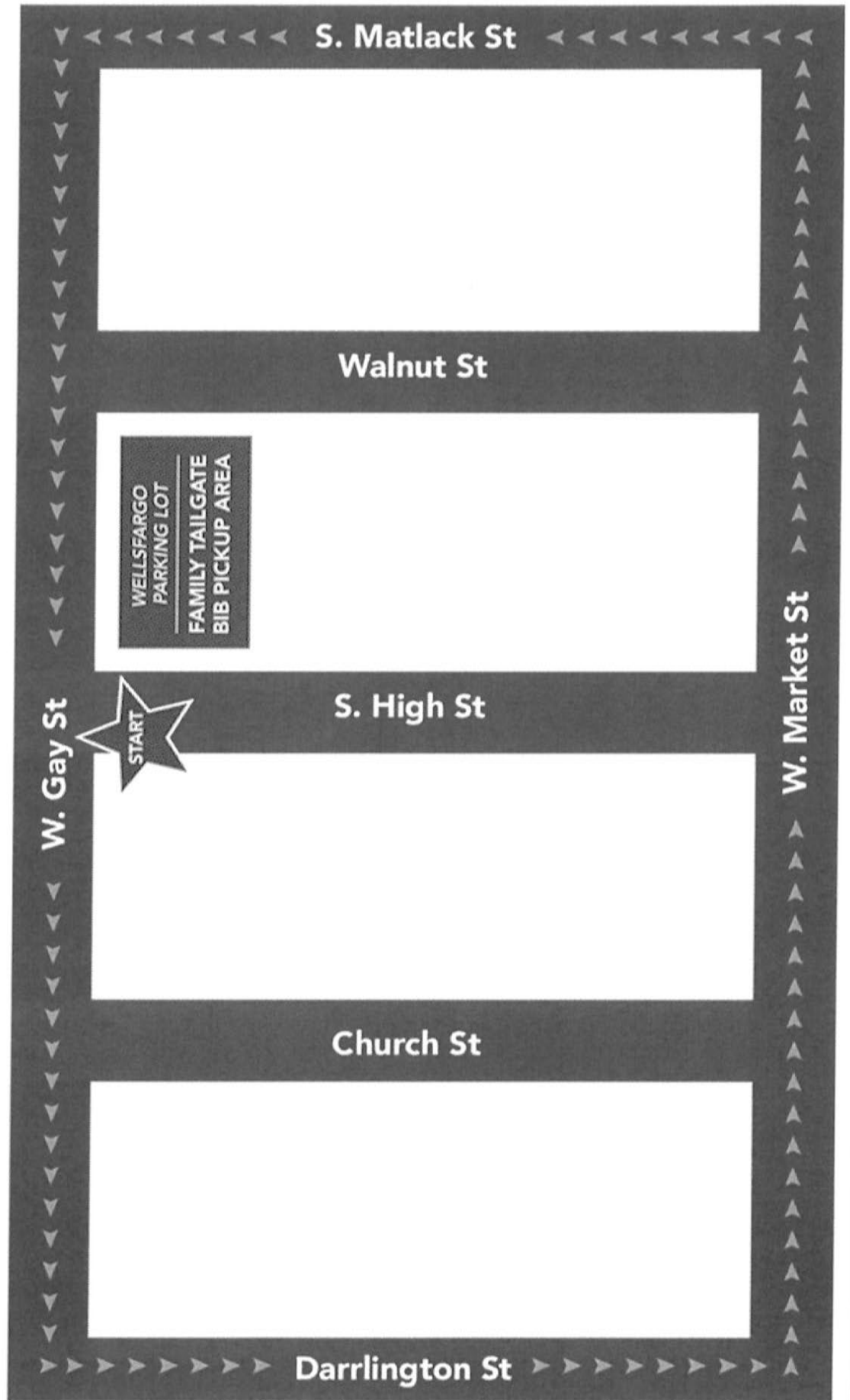
Notes:



Presented by



Bud Nestler-Licensed Insurance Agent  
(484) 883-3445

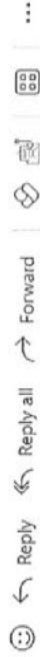


Unite for HER Run/Walk - October 17th Summarize



Cameron Cotrufello

To: info@goodfellowship.org



Tue 3/17/2026 3:50 PM

Hi there!

I'd like to formally request an ambulance EMT service for the Unite for Her Run/Walk on October 17<sup>th</sup> in the borough of West Chester. Thank you!!

Cameron



*Helping to Empower and Restore*

Cameron Cotrufello(she/her)

Director of Development

Unite for HER

uniteforher.org





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Lieutenant

*Josh Lee*  
Chief of Police  
*Jeffrey Ditz*  
Lieutenant

*James Gorman*  
Lieutenant

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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: Unite for HER Run/walk

Event Date: October 17, 2026 Start Time: 8:45am End Time: 11:00am

Name of Organization Hosting Event: Unite for HER

Person Responsible for Payment of Fee: Cameron Cotrufello

Address of Person Responsible for Fee: 22 E King Street, WC PA 19355

Phone Number of Person Responsible: [REDACTED]

Number of Police Officers Requested: however many needed to facilitate this new setup

I, Cameron Cotrufello 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

June 30, 2025

Date

OFFICE USE ONLY - NOT TO BE COMPLETED BY THE APPLICANT

Date Application Received:

4/20/20

Date Payment(s) Received:

YES N/A

Completed and Signed Application

Date of event/Event time/Set up/Breakdown

12/5/20 9-10a 8-9a 10-1030a

Map of the Event or Location of the Event

List of Streets to be Closed for the Event

Rowing

List of Borough Services requested - to be reviewed by West Chester Borough

WCPO

Non-refundable application fee - may be cash, check, or money order

online \$250.

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

Pending

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: Park 5/6/20

Approved by Police Department

YES  NO

Date: \_\_\_\_\_

Approved by Borough Council

YES  NO

Date: \_\_\_\_\_

Notes:



# West Chester Police Department

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WEST CHESTER, PA 19380

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Lieutenant

*Josh Lee*  
Chief of Police  
*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: \_\_\_\_\_  
JINGLE RUN

Event Date: \_\_\_\_\_ DEC 5 2026 \_\_\_\_\_ Start Time: \_\_\_\_\_ 8AM \_\_\_\_\_ End Time: \_\_\_\_\_ 11 AM \_\_\_\_\_

Name of Organization Hosting Event: \_\_\_\_\_ CARE CENTER FOUNDATION \_\_\_\_\_

Person Responsible for Payment of Fee: \_\_\_\_\_ WENDY J WALLACE DO \_\_\_\_\_

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 Do \_\_\_\_\_ 4/20/26  
Signature Date

