



Finance & Revenue Committee Meeting  
**May 13, 2026 @ 5:30 PM**  
*This meeting is recorded for public record.*

**Committee Members:**

Brian McGinnis, Chair  
Bernie Flynn  
Jerome Szczepaniak

**Director of Finance & Revenue:** Barbara Lioni  
**Borough Manager:** Sean Metrick

---

**Finance & Revenue 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. Director's report – (attachment)
  - B. Finance Committee - Chair Report, work plan and issues raised at prior meetings (attachment)
- V. Old Business
  - A. Approve April, 2026 Meeting Minutes (attachment)
  - B. Discuss EMS tax  
Issue: Discuss adding an EMS tax
- VI. New Business
  - A. Motion to approve Budget Modification #2026-3 to approve \$14,600.00 for Civil Service Commission and \$345,200 for Clarifier at the Goose Creek Wastewater plant (attachment)  
Issue: Increased costs of required hiring elements; and, broken equipment for Wastewater operations exceed current budgets.
  - B. Motion to approve proposal for plan actuary services
  - C. Motion to approve Resolution to amend Fee Schedule (attachment)  
Issue: Amend to include Police Report – Act 134 Records at \$175 per request

D. Motion to approve resolution for Chester County Department of Community Development – Phase 2 Goose Creek Conveyance. (attachment)

E. Motion to approve purchasing requests (attachment):

Issue: Review and recommend the approval of qualifying purchase orders

1. America 250 Mural Project for \$21,000.00

2. Abila for \$12,107.83

3. Butts Ticket Systems for \$183,162.00

Issue: Review and approve purchase Orders

VII. Other Business

VIII. Adjournment

Visit [www.west-chester.com](http://www.west-chester.com) for access to all attachments.

Agendas are posted to [www.west-chester.com](http://www.west-chester.com) by noon 3 business days prior to the meeting.

**Borough of West Chester  
Cash Position  
April 30, 2026**

A/C#	Description	Beginning Balance 4/1/2026	April Receipts	April Expenditures	Ending Balance 4/30/2026	Purpose
01-10000	GF Truist Cash	(35,379)	370,118	119,038	215,701	unrestricted-GF operations
01-10036	PLGIT EIT Pension Pay Down Cash	1,348,641	114,047	-	1,462,688	restricted-MMO
01-10037	Santander GF Cash	277,008	4,824,136	1,984,236	3,116,908	unrestricted-GF operations
01-10044	Santander ARPA Cash	319,583	-	319,583	-	restricted-Gay Street Proj
01-10040	PLGIT Pcard Cash	15,994	11	14,983	1,022	unrestricted-GF operations
01-12000	PLGIT GF Cash	3,134,819	309,714	-	3,444,533	restricted- reserve
	<b>Total General Fund</b>	<b>5,060,666</b>	<b>5,618,026</b>	<b>2,437,840</b>	<b>8,240,852</b>	
05-10045	Santander Fire Cash	160,482	-	54,305	106,177	unrestricted- Fire Dept operations
05-10053	PLGIT Fire Reserve	955,507	2,935	-	958,442	restricted-Fire capital
	<b>Total Fire Fund</b>	<b>1,115,989</b>	<b>2,935</b>	<b>54,305</b>	<b>1,064,619</b>	
10-10006	PLGIT Rec In Lieu Cash	44,341	127	-	44,468	restricted-Rec capital
	<b>Total Recreation Fund</b>	<b>44,341</b>	<b>127</b>	<b>-</b>	<b>44,468</b>	
08-10038	Santander Sewer Cash	1,245,045	525,503	707,735	1,062,813	unrestricted-WW operations
08-10052	PLGIT Sewer Cash Reserve	5,318,341	16,552	-	5,334,893	restricted-Sewer capital
	<b>Total Sewer Fund</b>	<b>6,563,386</b>	<b>542,055</b>	<b>707,735</b>	<b>6,397,706</b>	
09-10026	Truist Parking Cash	932,662	276	1,017	931,921	unrestricted-Parking operations
09-10039	Santander Parking Cash	728,387	642,902	832,677	538,612	unrestricted-Parking operations
09-10103	TD Parking Cash	21,137	4,375	10	25,502	unrestricted-Parking operations
09-10051	PLGIT Parking Cash Reserve	2,825,647	407,861	-	3,233,508	restricted-Parking capital
	<b>Total Parking Fund</b>	<b>4,507,833</b>	<b>1,055,414</b>	<b>833,704</b>	<b>4,729,543</b>	
10-10700	PLGIT Capital Improvement Fund	350	1	-	351	restricted-capital projects-GF
10-10701	Santander Capital Fund	287,114	-	92,844	194,270	restricted-capital projects-GF
	<b>Total Capital Improvement Fund</b>	<b>287,464</b>	<b>1</b>	<b>92,844</b>	<b>194,621</b>	
11-10900	PLGIT UDAG Fund	47,278	136	-	47,414	restricted- need RLP approval
	<b>Total UDAG Fund</b>	<b>47,278</b>	<b>136</b>	<b>-</b>	<b>47,414</b>	
15-10015	BBT Highway Aid	106,739	422,173	4,670	524,242	restricted-Penn Dot allocation
	<b>Total Highway Aid Fund</b>	<b>106,739</b>	<b>422,173</b>	<b>4,670</b>	<b>524,242</b>	
16-10034	Fulton SPF Cash	1,384,492	10,635	87	1,395,040	unrestricted-SPF operations
16-10054	PLGIT SPF Reserve	297,879	201,108	-	498,987	unrestricted-SPF operations
16-100-41	Santander SPF Cash	581,679	48,575	200,764	429,490	restricted-SPF capital
	<b>Total Stream Protection Fund</b>	<b>2,264,050</b>	<b>260,318</b>	<b>200,851</b>	<b>2,323,517</b>	

**Borough of West Chester  
Cash Position  
April 30, 2026**

<b>A/C#</b>	<b>Description</b>	<b>Beginning Balance 4/1/2026</b>	<b>April Receipts</b>	<b>April Expenditures</b>	<b>Ending Balance 4/30/2026</b>	<b>Purpose</b>
18-120-03	BBT Capital Operating Investments	5,477,167	-	-	5,477,167	restricted-only by BC approval
18-120-04	US Bank Capital Operating Investments	3,672,177	-	-	3,672,177	restricted-only by BC approval
	<b>Total Capital Operating Reserve Fund</b>	<u>9,149,344</u>	<u>-</u>	<u>-</u>	<u>9,149,344</u>	
<b>Total-All Funds</b>		<u>29,147,090</u>	<u>7,901,185</u>	<u>4,331,949</u>	<u>32,716,326</u>	
					Total Unrestricted Cash	7,892,683
					Total Restricted Cash	<u>24,823,643</u>
						<u>32,716,326</u>

## Borough of West Chester

### Budget to Actual Report Summary

#### For the year ended April 30, 2026

**A. Fund: GF; Dept: Administration:**

- a. Inc/(Dec) Net Position: \$8,341,059
- b. Cash Basis accounting- revenues and expenses booked in January relate primarily to December.
- c. YTD Real Estate tax Revenue. 01-30110-90: \$5,567,269.
- d. YTD RE Taxes- Prior Year Levey- 01-30120-90: \$113,071
- e. YTD Earned Income Tax- 01-31020-90: \$2,090,120
- f. 2026 GF cash reserve,01-12000, Reserve goal for 2026 is \$3.5M. Cash balance through 4/30/2026 is \$3,444,532.69. Transferred \$300,000 from GF Santander operating account to GF PLGIT Reserve account to earn interest income. Santander operating accounts are not earning interest. Fees are offset by account balances.
- g. ARPA monies are extinguished. Payment Certification #1 was paid to Marino for Gay Street Project. ARPA monies required to be spent by 12/31/2026.
- h. Still have not yet received remaining two grant funds for Hoopes Park.

**B. Fund: GF; Dept: Police:**

- a. Inc/(Dec) Net Position: (\$2,863,496)
- b. MMO liability due at 4/30/2026: \$1,124,902

**C. Fund: GF; Dept: B&H:**

- a. Inc/(Dec) Net Position: (\$101,041)
- b. Software expense, 01-40745-50, is overspent by \$5,855. T2, handheld license expense was not budgeted for in 2026.

**D. Fund: GF; Dept: IT:**

- a. Inc/(Dec) Net Position: (\$254,327)
- b. Department does not have revenue. Expenses are in line with approved 2026 budget expectations.

**E. Fund: GF; Dept: Public Works:**

- a. Inc/(Dec) Net Position: (\$1,818,429)
- b. Winter Maintenance: 01-43200-80: Additional 2025 expenses submitted for payment in April 2026. These expenses could not be accrued for YE 2025 because 2025 has been closed and is under audit. Line item is overspent by \$2,365.
- c. Salary Expense-O/T, 01-41018-80 overspent by \$14,195.

**F. Fund: GF; Dept: Recreation**

- a. Inc/(Dec) Net Position: (\$6,141)
- b. Grant received from Chester County Community Foundation received for \$7,500 for COG America250 expenses. Revenue was not budgeted for in 2026. Monies are for COG not Borough.

**G. Fund: Fire**

- a. Inc/(Dec) Net Position: \$464,760
- b. Governmental Fund.
- c. Fire fund revenues and expenses are contractually bound by 5-year intermunicipal fire protection agreement between WC Borough, and the townships of West Goshen, East Bradford, Birmingham, Thornbury and Westtown.

**H. Fund: Sewer:**

- a. Inc/(Dec) Net Position: \$928,048
- b. Business type fund. Charge user fees for services. Fees charged offset expenses.
- c. Outside Hauling Revenue: 08-36460: \$0.00 booked YTD. Revenue is based on quarterly billing to McGovern. Revenue expected be booked for 1Q2026 in May.
- d. Sewer Revenue: 08-37811: YTD variance is trailing budget because first quarter 2026 East Braford sewer billing is due from Aqua.

**I. Fund: Parking:**

- a. Inc/(Dec) Net Position: \$705,226
- b. Business type fund. Charge user fees for services. Fees charged offset expenses.
- c. Transferred \$400,000 from Santander Parking operating account to PLGIT Parking Reserve account to earn interest. The Santander operating fund is not earning interest because fees are offset by cash balance. YTD interest income booked: \$33,236. Budget is \$35,000.

**J. Fund: Capital**

- a. Inc/(Dec) Net Position: \$619,511
- b. Fund is for General Fund capital projects. Revenues are comprised of three grants for Gay Street and bus shelter. The remaining revenues are comprised of Rec In Lieu fund balance, ARPA, and general fund 2025 cash reserves.

**K. Fund: Highway Aid:**

- a. Inc/(Dec) Net Position: \$360,618
- b. Annual 2026 allocation received in April. Allocation was better than budget due to additional additions made by Penn Dot.

- c. Fund will be used to pay for street sign/traffic light awarded bids and paving project to be approved by Penn Dot and awarded in the upcoming months.

L. **Fund: Stream Protection:**

- a. Inc/(Dec) Net Position: \$847,958
- b. Total SPF billing for 2026: \$1,445,680.49.
- c. YTD SPF Revenue-16-38015-16: \$1,067,583.

**Due To/ Due From Balances**  
**4/30/2026**

<b>G/L A/C#</b>	<b>Description</b>	<b>DUE FROM</b>	<b>G/L A/C#</b>	<b>Description</b>	<b>DUE TO</b>	<b>Difference</b>
01-13010	Due from Capital	120,438	10-23001	Due to GF	(120,438)	-
						-
		120,438			(120,438)	-

**Budget to Actual Report**  
**April 30, 2026**

**FUND: GENERAL**  
**DEPT: ADMINISTRATION**

**REVENUE**

Account Code	Account Title	Total Budget	Current Period Actual	YTD Actual	Total Budget Variance	Percent Total	
						Budget Remaining	Prior Year Actual
30110	RE TAX REV-CY LEVY	6,229,440	4,157,627	5,567,269	662,171	11%	5,499,403
30120	RE TAXES-PY LEVY	110,000	28,697	113,071	(3,071)	-3%	116,637
31010	REAL ESTATE TRANSFER TAX	630,000	12,330	185,078	444,922	71%	151,386
31020	EARNED INCOME TAX	6,706,325	394,147	2,090,120	4,616,205	69%	2,078,249
31030	BUSINESS PRIVILEGE TAX	140,000	23,345	66,522	73,478	52%	151,072
31050	LOCAL SERVICES TAX	700,000	19,890	217,810	482,190	69%	233,483
32180	CABLE TV FRANCHISE	250,000	3,360	129,604	120,396	48%	137,943
34100	INTEREST INCOME	145,000	13,831	58,082	86,918	60%	78,919
35505	GEN MUN PENSION- STATE AID	1,191,169	-	-	1,191,169	100%	-
35600	PAYMENT IN LIEU TAXES	14,000	-	-	14,000	100%	-
36165	TAX CERTIFICATION FEES	67,000	4,150	16,360	50,640	76%	24,356
36561	LIBRARY/BID MED. INS REIMB.	100,487	-	-	100,487	100%	15,185
36562	PHMIC REFUND	275,000	-	-	275,000	100%	-
38019	W/C REIMBURSEMENT	-	-	6,543	(6,543)	#DIV/0!	23,850
38030	UCOMP REIMBURSEMENT	3,000	-	-	3,000	100%	-
38902	MISC REVENUE	20,000	295	443	19,557	98%	19,510
39205	TRF FROM FIRE FUND	61,108	-	61,108	-	0%	-
39208	TRF FROM SEWER FD	600,000	-	600,000	-	0%	600,000
39209	TRF FROM PARKING FD	2,217,384	184,782	739,128	1,478,256	67%	875,350
39216	TRF FROM SPF	262,815	-	262,815	-	0%	242,632
39217	TRF FROM OPEB	192,755	-	-	192,755	100%	-
39218	TRF FROM CAP RESERVE	143,646	-	-	143,646	100%	-
39230	TRF FROM DEBT	-	-	41,425	(41,425)	#DIV/0!	-
<b>Total Revenue</b>		<b>20,059,129</b>	<b>4,842,454</b>	<b>10,155,378</b>	<b>9,903,751</b>	<b>49%</b>	<b>10,247,975</b>

**EXPENSE**

Account Code	Account Title	Total Budget	Current Period Actual	YTD Actual	Total Budget Variance	Percent Total	
						Budget Remaining	Prior Year Actual
40005	SALARY EXP-MAYOR/COUNCIL	33,000	-	8,250	24,750	75%	8,250
40045	GOOD FELL AMB CONT EXPENSE	298,215	-	-	298,215	100%	-
40110	SALARY EXP-BM	176,391	13,111	58,983	117,408	67%	50,308
40121	OFFICE SUPPLIES	6,000	463	1,650	4,350	73%	1,714
40122	POSTAGE & PRINTING	23,500	1,694	5,821	17,679	75%	6,183
40123	HR EXPENSE	22,500	75	3,124	19,376	86%	-
40124	LEASE EXPENSE	5,130	628	2,310	2,820	55%	4,659
40131	FIDELITY BOND MGR/TREAS	1,700	-	1,619	81	5%	-
40133	ADMIN EXPENSE	4,000	423	1,979	2,021	51%	14,588
40134	CODIFICATION	12,000	-	2,859	9,141	76%	5,061
40212	SAL EXP- FINANCE DEPT	271,986	20,567	92,181	179,805	66%	74,103
40332	QUALIFYING VOL TAX CREDIT	12,000	-	-	12,000	100%	-

APRIL 30, 2026 BUDGET TO ACTUAL REPORT

40345	COLECTION FEES-BERKHEIMER	13,000	-	225	12,775	98%	5,408
40431	LEGAL FEES	124,000	11,997	41,975	82,025	66%	35,501
40449	LEGAL FEES-EMPLOYMENT	60,000	-	3,067	56,933	95%	4,006
40612	SAL EXP-ADMINISTRATION	458,030	33,908	152,378	305,652	67%	131,742
40634	ADVERTISING EXPENSE	8,000	-	1,943	6,057	76%	4,110
40639	BANK FEES	16,050	3,574	16,277	(227)	-1%	15,252
40931	UTILITIES	50,000	4,614	28,528	21,472	43%	9,505
40938	FIRE HYDRANTS	83,000	8,507	17,013	65,987	80%	21,263
41337	STENOGRAPHER EXPENSE	1,200	1,132	1,132	68	6%	-
43822	SOFTWARE MAINT FEES	132,132	1,120	133,856	(1,724)	-1%	51,728
43823	PAYROLL PROCESSING FEES	68,000	5,111	23,018	44,982	66%	17,668
45311	BOARDS & COMMISSIONS EXP	10,000	-	710	9,290	93%	480
45650	LIBRARY ALLOCATION	110,000	-	-	110,000	100%	36,666
45657	AUDIT EXPENSE	60,000	-	-	60,000	100%	-
45760	OFF SITE STORAGE	4,100	251	1,053	3,047	74%	1,525
45774	TRAINING	30,320	275	11,896	18,424	61%	30,227
45837	TUITION REIMBURSEMENT	3,600	-	-	3,600	100%	1,200
47180	PRIN PYMT- 2014 ENERGY	49,000	-	49,000	-	0%	48,000
47181	PRINCIPAL PAYMENS-2016 BUILD	260,000	-	-	260,000	100%	-
47182	PRIN PYMNT- 2016 STREAM PROT	60,000	-	-	60,000	100%	-
47184	PRIN PYMT- 2016 FIRE TK	125,000	-	-	125,000	100%	-
47230	INT EXP- 2016 Building	131,936	-	-	131,936	100%	-
47250	INT EXP- 2016 FIRE TRUCK	57,026	-	-	57,026	100%	-
47294	INT EXP- 2014 ENREGY	42,885	-	12,399	30,486	71%	15,398
47297	INT EXP- 2016 STREAM	53,783	-	-	53,783	100%	-
48110	FICA EXPENSE	71,865	5,170	23,852	48,013	67%	20,227
48330	NU DEFINED CONTRB EXPENSE	33,249	2,869	16,930	16,319	49%	21,708
48400	WC INSURANCE EXPENSE	9,151	2,960	25,069	(15,918)	-174%	5,995
48610	INSURANCE EXP	55,000	-	13,099	41,901	76%	41,848
48700	INSURANCE EXP- MEDICAL	358,445	26,351	157,617	200,828	56%	59,232
49205	TRF TO FIRE	559,987	-	559,987	-	0%	524,059
49210	TRF TO CAPITAL	115,000	-	292,414	(177,414)	-154%	-
49216	TRF TO SPF	52,105	-	52,105	-	0%	-
49265	TRF TO NU PENSION	232,321	-	-	232,321	100%	120,000
<b>Total Expense</b>		<b>4,364,607</b>	<b>144,800</b>	<b>1,814,319</b>	<b>2,550,288</b>	<b>58%</b>	<b>1,387,614</b>
<b>INC/(DEC) NET POSITION</b>			<b>4,697,654</b>	<b>8,341,059</b>			

**Budget to Actual Report  
April 30, 2026**

**FUND: GENERAL  
DEPT: POLICE**

**REVENUE**

Account Code	Account Title	Total Budget	Current Period Actual	YTD Actual	Total Budget Variance	Percent Total	
						Budget Remaining	Prior Year Actual
33112	ORDINANCE VIOLATIONS	280,000	24,471	97,490	182,510	65%	95,122
35810	POL SERV CONTRACT-EBT	1,911,053	-	955,526	955,527	50%	909,679
36210	POLICE SERVICES	155,920	37,616	101,651	54,269	35%	44,512
36211	POLICE REPORTS-COPIES	9,060	435	1,445	7,615	84%	3,880
36213	SECURITY ALARM FEE	30,000	100	4,700	25,300	84%	10,237
38002	RESTITUTION PYMTS	16,670	403	6,865	9,805	59%	5,964
<b>Total Revenue</b>		<b>2,402,703</b>	<b>63,025</b>	<b>1,167,677</b>	<b>1,235,026</b>	<b>51%</b>	<b>1,069,394</b>

**EXPENSE**

Account Code	Account Title	Total Budget	Current Period Actual	YTD Actual	Total Budget Variance	Percent Total	
						Budget Remaining	Prior Year Actual
40121	OFFICE SUPPLIES	5,000	336	1,477	3,523	70%	1,075
40122	POSTAGE & PRINTING	6,062	228	1,153	4,909	81%	1,507
40124	LEASE EXPENSE	159,500	13,055	52,257	107,243	67%	44,289
40133	ADMIN EXPENSE	3,000	341	1,665	1,335	45%	210
40280	CIVIL SERVICE	20,000	2,198	15,579	4,421	22%	7,659
40931	UTILITIES	56,776	4,955	36,657	20,119	35%	14,321
41010	SAL EXP-LTS	561,699	43,155	209,268	352,431	63%	187,543
41012	SAL EXP-POLICE OFF	5,451,894	383,649	1,919,076	3,532,818	65%	1,518,378
41014	SALARY EXP-POL ADMIN/DISP	881,232	61,019	279,167	602,065	68%	212,470
41015	SALARY EXP- POLICE CHIEF	195,619	45,510	75,605	120,014	61%	65,849
41018	SALARY EXPENSE-OT	372,500	45,168	130,225	242,275	65%	104,641
41023	SMALL EQUIPMENT	23,000	-	6,500	16,500	72%	6,507
41031	CONTRACT EXPENSES	116,453	75	15,058	101,395	87%	13,968
41032	CELL BLOCK	2,000	-	750	1,250	63%	166
41034	FALSE ARREST INSURANCE	27,625	-	2,014	25,611	93%	15,054
42010	UNIFORMS	65,000	398	5,525	59,475	92%	3,924
43031	FUEL EXPENSE	58,000	5,888	21,652	36,348	63%	17,732
43822	SOFTWARE MAINT FEES	20,500	-	-	20,500	100%	-
45300	DONATIONS EXPENSE	500	-	-	500	100%	-
45655	ARMORY	33,700	-	-	33,700	100%	3,789
45712	INFORMANT FEES	5,000	-	-	5,000	100%	5,000
45756	MEDICAL SERVICES	11,770	-	1,033	10,737	91%	5,402
45760	OFF SITE STORAGE	-	65	261	(261)	#DIV/0!	261
45762	MAYOR	5,000	413	4,243	757	15%	1,767
45772	UNIT	92,250	7,860	14,134	78,116	85%	33,894
45774	TRAINING	70,000	7,575	17,853	52,147	74%	17,709
45800	SPCA	15,000	7,425	11,197	3,803	25%	7,905
45810	TRANSLATION	2,500	105	745	1,755	70%	993
48330	NU DEFINED CONTRB EXPENSE	13,663	1,372	6,456	7,207	53%	3,160

48400	WC INSURANCE EXPENSE	374,177	50,274	116,694	257,483	69%	140,908
48610	INSURANCE EXP	95,064	32,882	80,594	14,470	15%	79,913
48700	INSURANCE EXP- MEDICAL	1,551,378	116,252	649,133	902,245	58%	559,922
48720	FICA EXPENSE	162,849	12,171	55,202	107,647	66%	43,462
49210	TRF TO CAPITAL	115,000	-	-	115,000	100%	-
49217	TRF TO OPEB	85,000	-	-	85,000	100%	-
49260	TRF TO POL PENSION	1,424,902	-	300,000	1,124,902	79%	650,000
<b>Total Expense</b>		<b>12,083,613</b>	<b>842,369</b>	<b>4,031,173</b>	<b>8,052,440</b>	<b>67%</b>	<b>3,769,378</b>
<b>INC/(DEC) NET POSITION</b>			<b>(779,344)</b>	<b>(2,863,496)</b>			

**Budget to Actual Report**  
**April 30, 2026**

**FUND: GENERAL**  
**DEPT: HOUSING**

**REVENUE**

Account Code	Account Title	Total Budget	Current Period Actual	YTD Actual	Total Budget Variance	Percent Total	
						Budget Remaining	Prior Year Actual
32176	MECHANICAL PERMITS	60,000	-	-	60,000	100%	-
33112	ORDINANCE VIOLATIONS	70,000	4,726	24,497	45,503	65%	24,484
36134	ZONING HEARING BOARD	40,000	900	4,500	35,500	89%	6,450
36135	ZONING SITE INSPECTIONS	3,000	-	-	3,000	100%	-
36241	BUILDING PERMITS	300,000	30,988	130,273	169,727	57%	183,701
36242	ELECTRICAL PERMITS	30,000	3,689	19,655	10,346	34%	17,712
36243	PLUMBING PERMITS	20,000	744	6,705	13,295	66%	9,302
36245	RENTAL PERMITS	388,000	4,264	14,698	373,302	96%	53,467
38007	LAND DEVELOPMENT FEES	-	444	1,595	(1,595)	#DIV/0!	842
<b>Total Revenue</b>		<b>911,000</b>	<b>45,755</b>	<b>201,923</b>	<b>709,078</b>	<b>78%</b>	<b>295,958</b>

**EXPENSE**

Account Code	Account Title	Total Budget	Current Period Actual	YTD Actual	Total Budget Variance	Percent Total	
						Budget Remaining	Prior Year Actual
40122	POSTAGE & PRINTING	3,000	-	76	2,924	97%	150
40124	LEASE EXPENSE	9,558	1,195	4,779	4,779	50%	2,390
40745	SOFTWARE EXPENSE	-	-	5,855	(5,855)	#DIV/0!	-
40931	UTILITIES	4,000	192	1,627	2,373	59%	2,104
41018	SALARY EXPENSE-OT	1,500	-	74	1,426	95%	205
41310	SAL EXP-HOUSING	517,024	39,729	171,387	345,637	67%	112,537
41331	ZONING HEARING	50,000	3,172	5,559	44,441	89%	30,516
41332	ELECTRICAL INSPECTOR	15,000	-	2,251	12,749	85%	4,183
41333	MECHANICAL INSPECTOR	20,000	-	-	20,000	100%	2,470
41340	OTHER THRID PARTY INSP	75,000	1,050	3,362	71,638	96%	40,906
43031	FUEL EXPENSE	1,500	114	525	975	65%	520
43612	DCED FILING FEES	3,000	-	-	3,000	100%	-
45716	LAND DEVELOPMENT EXPENSES	-	472	2,742	(2,742)	#DIV/0!	2,688
45760	OFF SITE STORAGE	3,500	913	1,214	2,286	65%	226
45774	TRAINING	24,000	90	4,014	19,986	83%	866
48330	NU DEFINED CONTRB EXPENSE	25,851	1,973	9,024	16,827	65%	1,579
48400	WC INSURANCE EXPENSE	5,484	3,016	3,974	1,510	28%	2,075
48700	INSURANCE EXP- MEDICAL	205,447	14,418	73,384	132,063	64%	29,094
48720	FICA EXPENSE	39,667	3,039	13,117	26,550	67%	8,625
<b>Total Expense</b>		<b>1,003,531</b>	<b>69,373</b>	<b>302,964</b>	<b>700,567</b>	<b>70%</b>	<b>241,134</b>
<b>INC/(DEC) NET POSITION</b>			<b>(23,618)</b>	<b>(101,041)</b>			

**Budget to Actual Report  
April 30, 2026**

**FUND: GENERAL  
DEPT:IT**

**EXPENSE**

Account Code	Account Title	Total Budget	Current Period Actual	YTD Actual	Total Budget Variance	Percent Total	
						Budget Remaining	Prior Year Actual
40712	SALARY EXPENSE-IT	189,476	14,575	65,293	124,183	66%	56,327
40931	UTILITIES	2,700	77	1,074	1,626	60%	1,032
43829	MICROSOFT	45,000	2,880	13,926	31,074	69%	10,300
45659	BACKUP & SUPP SVC	54,000	-	24,259	29,741	55%	9,728
45754	MEDIA USB	-	-	64	(64)	#DIV/0!	-
45766	PARTS	30,000	2,925	13,960	16,040	53%	9,115
45774	TRAINING	10,000	599	5,057	4,943	49%	2,297
45782	REMOTE ACCESS POINTS	4,000	-	1,137	2,863	72%	625
45798	SOFTWARE	24,000	2,687	12,028	11,972	50%	7,156
45802	ADVANCED THREAT	80,000	19,495	56,898	23,102	29%	41,650
45820	WEBSITE	25,000	20	20,224	4,776	19%	24,615
48330	NU DEFINED CONTRB EXPENSE	3,212	243	1,322	1,890	59%	1,054
48400	WC INSURANCE EXPENSE	1,922	893	1,229	693	36%	887
48700	INSURANCE EXP- MEDICAL	70,280	5,387	32,861	37,419	53%	26,632
48720	FICA EXPENSE	14,495	1,115	4,995	9,500	66%	4,309
49210	TRF TO CAPITAL	62,414	-	-	62,414	100%	-
<b>Total Expense</b>		<b>616,499</b>	<b>50,896</b>	<b>254,327</b>	<b>362,172</b>	<b>59%</b>	<b>195,727</b>
<b>INC/(DEC) NET POSITION</b>			<b>(50,896)</b>	<b>(254,327)</b>			

**Budget to Actual Report**  
**April 30, 2026**

**FUND: GENERAL**  
**DEPT:PW**

**REVENUE**

Account Code	Account Title	Total Budget	Current Period Actual	YTD Actual	Total Budget Variance	Percent Total	
						Budget Remaining	Prior Year Actual
32280	STREET OPEN/SIDEWALK PERMITS	125,000	3,090	81,179	43,821	35%	58,835
35500	GRANT-RECYCLING	60,000	-	-	60,000	100%	-
35510	WINTER MAINTENANCE	33,000	-	-	33,000	100%	-
36451	SALE OF RECYCLING BINS	10,000	153	1,212	8,788	88%	3,864
36481	DUMPSTER FEES	5,000	1,542	3,281	1,719	34%	273
36482	TRASH BAG FEES	28,000	2,308	10,998	17,002	61%	9,603
<b>Total Revenue</b>		<b>261,000</b>	<b>7,093</b>	<b>96,670</b>	<b>164,330</b>	<b>63%</b>	<b>72,575</b>

**EXPENSE**

Account Code	Account Title	Total Budget	Current Period Actual	YTD Actual	Total Budget Variance	Percent Total	
						Budget Remaining	Prior Year Actual
40121	OFFICE SUPPLIES	2,000	-	832	1,168	58%	733
40122	POSTAGE & PRINTING	3,000	158	768	2,232	74%	973
40124	LEASE EXPENSE	63,332	5,830	21,663	41,669	66%	22,586
40133	ADMIN EXPENSE	5,500	-	4,720	780	14%	739
40920	MAT & SUPPLIES	22,000	3,374	8,452	13,548	62%	5,969
40931	UTILITIES	67,000	6,408	25,461	41,539	62%	1,358
40936	UTILITIES - STREET LIGHTS	108,486	11,317	47,248	61,238	56%	5,722
40940	REPAIR/MAINT BUILDINGS	130,000	17,383	31,977	98,023	75%	53,560
41018	SALARY EXPENSE-OT	50,000	1,640	64,195	(14,195)	-28%	29,897
41400	LANDSCAPE MAINTENANCE	76,000	-	-	76,000	100%	1,400
42000	ADVERTISING	-	-	1,166	(1,166)	#DIV/0!	4,043
42010	UNIFORMS	21,000	2,283	10,648	10,352	49%	7,562
42011	CONSULTANTS	90,000	3,919	47,015	42,985	48%	53,826
42730	TRASH	232,000	19,617	71,109	160,891	69%	82,203
42732	RECYCLING	81,000	6,867	22,969	58,031	72%	21,813
43012	SAL EXP-PW	2,030,035	134,524	626,905	1,403,130	69%	608,783
43031	FUEL EXPENSE	110,000	9,696	39,969	70,031	64%	36,254
43200	WINTER MAINTENANCE	224,887	-	227,252	(2,365)	-1%	-
43720	VEHICLE REPAIR	255,000	12,447	102,987	152,013	60%	68,233
43725	TOOLS	23,100	1,333	4,027	19,073	83%	12,456
43800	ALLEYS	10,000	3,053	7,206	2,794	28%	2,603
45430	PARK MAINTENANCE	47,047	1,633	2,347	44,700	95%	5,578
45540	TREES	225,000	56,255	60,958	164,042	73%	48,231
45630	LIBRARY MAINT	30,000	5,532	11,921	18,079	60%	3,496
45774	TRAINING	7,500	-	3,267	4,233	56%	958
48330	NU DEFINED CONTRB EXPENSE	42,342	2,964	14,300	28,042	66%	15,281
48400	WC INSURANCE EXPENSE	183,137	24,979	57,417	125,720	69%	56,736
48610	INSURANCE EXP	92,360	20,374	67,028	25,332	27%	76,468
48700	INSURANCE EXP- MEDICAL	733,961	45,271	278,423	455,538	62%	247,000
48720	FICA EXPENSE	159,123	10,417	52,869	106,254	67%	48,859

49210 TRF TO CAPITAL	399,500	-	-	399,500	100%	-
<b>Total Expense</b>	<b>5,524,310</b>	<b>407,274</b>	<b>1,915,099</b>	<b>3,609,211</b>	<b>65%</b>	<b>1,523,320</b>
<b>INC/(DEC) NET POSITION</b>		<b>(400,181)</b>	<b>(1,818,429)</b>			

**Budget to Actual Report  
April 30, 2026**

**FUND: GENERAL  
DEPT:RECREATION**

**REVENUE**

Account Code	Account Title	Total Budget	Current Period Actual	YTD Actual	Total Budget Variance	Percent Total	
						Budget Remaining	Prior Year Actual
35500	GRANT REVENUE-COG AMER250	-	-	7,500	(7,500)	#DIV/0!	-
36731	SPONSORSHIP REVENUE	30,000	5,000	17,000	13,000	43%	1,050
36732	SPECIAL EVENT FEES	50,000	350	19,967	30,033	60%	22,457
36733	REST. FESTIVAL REVENUE	30,000	1,380	8,125	21,875	73%	7,440
36734	TURKS HEAD REVENUE	11,000	1,975	5,175	5,825	53%	6,475
36738	PARK RENTAL FEES	7,000	675	4,442	2,558	37%	1,630
36739	TRIP/CLASS REVENUE	53,000	10,326	31,990	21,010	40%	16,467
<b>Total Revenue</b>		<b>181,000</b>	<b>19,706</b>	<b>94,199</b>	<b>86,801</b>	<b>48%</b>	<b>55,519</b>

**EXPENSE**

Account Code	Account Title	Total Budget	Current Period Actual	YTD Actual	Total Budget Variance	Percent Total	
						Budget Remaining	Prior Year Actual
42000	ADVERTISING	21,000	38	154	20,846	99%	531
43820	SAL EXP- RECREATION	180,673	13,667	61,271	119,402	66%	53,603
45432	TRIPS/CLASS EXPENSE	53,000	181	3,829	49,171	93%	28,103
45436	REST FESTIVAL	40,000	-	-	40,000	100%	-
45450	TURKS HEAD FESTIVAL	20,000	276	276	19,724	99%	-
45452	TOUCH TRUCK EVENT	5,000	-	-	5,000	100%	-
45457	HALLOWEEN PARADE	6,000	-	-	6,000	100%	-
45458	250 AMERICA EVENT	20,000	147	206	19,794	99%	-
45480	SMALL EVENTS EXPENSE	22,000	765	2,500	19,500	89%	200
45760	OFF SITE STORAGE	-	50	200	(200)	#DIV/0!	200
45774	TRAINING	4,000	-	395	3,605	90%	1,506
45798	SOFTWARE EXPENSE	6,500	257	1,081	5,419	83%	-
48330	NU DEFINED CONTRB EXPENSE	3,053	235	1,045	2,008	66%	1,017
48400	WC INSURANCE EXPENSE	1,922	893	1,229	693	36%	1,323
48700	INSURANCE EXP- MEDICAL	50,191	3,806	23,467	26,724	53%	18,639
48720	FICA EXPENSE	13,821	1,046	4,687	9,134	66%	4,101
<b>Total Expense</b>		<b>447,160</b>	<b>21,361</b>	<b>100,340</b>	<b>346,820</b>	<b>78%</b>	<b>109,223</b>
<b>INC/(DEC) NET POSITION</b>			<b>(1,655)</b>	<b>(6,141)</b>			

**Budget to Actual Report  
April 30, 2026**

**FUND: FIRE**

**REVENUE**

Account Code	Account Title	Total Budget	Current Period Actual	YTD Actual	Total Budget Variance	Percent Total	
						Budget Remaining	Prior Year Actual
34100	INTEREST INCOME	33,075	2,935	13,108	19,967	60%	7,097
36202	CONTRACTED FIRE PROT REV	818,665	-	428,209	390,456	48%	300,958
39201	TRF FROM GF	559,987	-	559,987	-	0%	524,059
<b>Total Revenue</b>		<b>1,411,727</b>	<b>2,935</b>	<b>1,001,304</b>	<b>410,423</b>	<b>29%</b>	<b>832,114</b>

**EXPENSE**

Account Code	Account Title	Total Budget	Current Period Actual	YTD Actual	Total Budget Variance	Percent Total	
						Budget Remaining	Prior Year Actual
40133	ADMIN EXPENSE	23,764	1,000	5,000	18,764	79%	5,000
40931	UTILITIES	97,490	1,894	34,911	62,579	64%	26,991
41110	OFFICER STIPENDS	10,927	-	-	10,927	100%	-
41120	EQUIP MAINT/REPAIR	37,662	-	8,661	29,001	77%	35,127
41150	ALLOC TO FIRE COMPANIES	343,332	-	165,000	178,332	52%	125,000
43013	CAPITAL EXPENSE	486,720	474	59,838	426,882	88%	36,249
43031	FUEL EXPENSE	40,495	4,630	15,696	24,799	61%	11,147
43720	VEHICLE REPAIR	162,240	14,448	72,534	89,706	55%	48,439
48610	INSURANCE EXP	147,989	44,826	113,796	34,193	23%	100,911
49201	TRF TO GF	61,108	-	61,108	-	0%	-
<b>Total Expense</b>		<b>1,411,727</b>	<b>67,272</b>	<b>536,544</b>	<b>875,183</b>	<b>62%</b>	<b>388,864</b>
<b>INC/(DEC) NET POSITION</b>			<b>(64,337)</b>	<b>464,760</b>			

**Budget to Actual Report**  
**April 30, 2026**

**FUND: SEWER**

**REVENUE**

Account Code	Account Title	Total Budget	Current Period Actual	YTD Actual	Total Budget Variance	Percent Total	
						Budget Remaining	Prior Year Actual
29600	FUND BALANCE	1,969,968	-	1,969,968	-	0%	-
34100	INTEREST INCOME	90,000	16,552	65,064	24,936	28%	33,004
34332	SEWER REV-CCH/ARKEMA	200,000	59,702	88,323	111,677	56%	32,541
35500	GRANT REVENUE	900,000	-	-	900,000	100%	-
36401	TAP IN FEES	25,000	-	5,116	19,884	80%	-
36460	OUTSIDE HAULING REVENUE	410,000	-	-	410,000	100%	-
37811	SEWER REVENUE	5,317,006	390,903	767,716	4,549,290	86%	2,049,835
<b>Total Revenue</b>		<b>8,911,974</b>	<b>467,157</b>	<b>2,896,187</b>	<b>6,015,787</b>	<b>68%</b>	<b>2,115,380</b>

**EXPENSE**

Account Code	Account Title	Total Budget	Current Period Actual	YTD Actual	Total Budget Variance	Percent Total	
						Budget Remaining	Prior Year Actual
40121	OFFICE SUPPLIES	7,000	206	3,836	3,164	45%	2,087
40122	POSTAGE & PRINTING	-	257	470	(470)	#DIV/0!	124
40140	BANK FEES	-	-	879	(879)	#DIV/0!	70
40931	UTILITIES	405,400	34,850	131,508	273,892	68%	98,713
40940	SERVICE CONTRACTS	11,500	274	1,096	10,404	90%	1,005
41018	SALARY EXPENSE-OT	20,000	683	7,978	12,022	60%	4,462
42007	ENGINEERING FEES	80,000	3,995	19,632	60,368	75%	28,178
42010	UNIFORMS	9,000	2,240	3,433	5,567	62%	3,170
42913	SAL EXPENSE-WW	1,170,595	84,903	373,525	797,070	68%	343,318
42922	LAB SUPPLIES	50,000	7,595	20,635	29,365	59%	11,017
42925	SEWER MAINT INFLOW/INFILT	75,000	92	746	74,254	99%	13,125
42933	SLUDGE REMOVAL	980,000	151,166	245,155	734,845	75%	236,928
43013	CAPITAL EXPENSE	3,776,000	15,128	62,658	3,713,342	98%	219,357
43031	FUEL EXPENSE	10,000	543	1,462	8,538	85%	2,411
45691	UTILITIES-PS	30,600	2,166	9,047	21,553	70%	171
45702	EQUIP - PUMPING STATIONS	30,000	-	-	30,000	100%	14,089
45705	HEATING OIL	43,000	2,662	24,928	18,072	42%	30,895
45708	GRIT REMOVAL	42,550	1,146	4,989	37,561	88%	6,827
45724	PUMP STATION REPAIRS	8,000	-	-	8,000	100%	-
45728	ALM SULFATE	360,000	23,941	86,275	273,725	76%	51,522
45730	CHLORINE	13,000	-	5,012	7,988	61%	3,567
45736	LIQUID BIO	3,000	-	-	3,000	100%	1,419
45738	EQUIPMENT	70,000	1,494	18,559	51,441	73%	31,720
45740	POLYMER	10,000	-	-	10,000	100%	4,744
45744	SODA ASH	60,000	-	-	60,000	100%	25,029
45748	SODIUM BI	6,000	-	2,192	3,808	63%	-

APRIL 30, 2026 BUDGET TO ACTUAL REPORT

45750	SULPHUR DI	5,000	-	1,809	3,191	64%	1,250
45751	STATE APP FEES	13,000	-	9,331	3,669	28%	7,721
45774	TRAINING	10,000	336	1,050	8,950	90%	602
45778	LAB PROFESSIONAL FEES	34,000	1,819	6,242	27,758	82%	10,984
45822	PLANT REPAIRS	120,000	2,829	16,318	103,682	86%	28,885
45826	GENERATOR MAINT	6,000	-	-	6,000	100%	-
45828	HVAC MAINT	10,000	-	-	10,000	100%	-
45830	INSTRUMENTATION	7,500	-	-	7,500	100%	1,170
47115	EMERGENCY CONTINGENCY	30,000	-	-	30,000	100%	-
48110	FICA EXPENSE	91,081	6,547	29,185	61,896	68%	26,605
48330	NU DEFINED CONTRB EXPENSE	27,652	1,810	8,975	18,677	68%	8,745
48400	WC INSURANCE EXPENSE	75,818	12,045	24,593	51,225	68%	39,561
48610	INSURANCE EXP	112,704	13,500	70,080	42,624	38%	50,855
48700	INSURANCE EXP- MEDICAL	436,026	33,370	176,541	259,485	60%	167,193
49201	TRF TO GF	600,000	-	600,000	-	0%	601,456
49265	TRF TO NU PENSION	62,548	-	-	62,548	100%	-
<b>Total Expense</b>		<b>8,911,974</b>	<b>405,597</b>	<b>1,968,139</b>	<b>6,943,835</b>	<b>78%</b>	<b>2,078,975</b>
<b>INC/(DEC) NET POSITION</b>			<b>61,560</b>	<b>928,048</b>			

**Budget to Actual Report**

April 30, 2026

**FUND: PARKING**

**REVENUE**

Account Code	Account Title	Total Budget	Current Period Actual	YTD Actual	Total Budget Variance	Percent Total	
						Budget Remaining	Prior Year Actual
33110	SERVER FEE REVENUE-CONST	45,600	3,784	11,927	33,673	74%	15,525
33112	ORDINANCE VIOLATIONS	150,000	16,413	52,786	97,214	65%	59,115
33114	PARKING TICKET REVENUE	1,200,000	123,010	406,788	793,212	66%	467,666
34100	INTEREST INCOME	35,000	7,886	33,236	1,764	5%	7,351
36311	PARKING PERMIT REVENUE	200,000	57,085	72,045	127,955	64%	7,617
36321	PARKING METER REVENUE	2,028,000	194,989	677,114	1,350,886	67%	655,926
36324	PARK GARG REVENUE-NET	2,000,000	182,721	739,087	1,260,913	63%	702,653
36325	PARKING GARG-LEASED SPACES	122,000	9,007	38,396	83,604	69%	43,074
36736	SOLAR/EV REVENUE	14,000	1,187	4,785	9,215	66%	5,399
<b>Total Revenue</b>		<b>5,794,600</b>	<b>596,082</b>	<b>2,036,164</b>	<b>3,758,436</b>	<b>65%</b>	<b>1,964,326</b>

**EXPENSE**

Account Code	Account Title	Total Budget	Current Period Actual	YTD Actual	Total Budget Variance	Percent Total	
						Budget Remaining	Prior Year Actual
40121	OFFICE SUPPLIES	7,000	-	1,104	5,896	84%	5,814
40122	POSTAGE & PRINTING	20,000	2,711	4,074	15,926	80%	4,993
40124	LEASE EXPENSE	4,779	398	1,593	3,186	67%	4,410
40133	ADMIN EXPENSE	3,000	-	393	2,607	87%	300
40400	LEGAL FEES	10,000	-	-	10,000	100%	10
40616	SERVER FEE EXP-CONST	60,000	6,710	15,730	44,270	74%	17,600
40639	BANK FEES	310,000	23,171	86,723	223,277	72%	73,406
40931	UTILITIES	55,551	5,700	31,873	23,678	43%	8,208
41018	SALARY EXPENSE-OT	30,000	1,108	5,490	24,510	82%	4,729
41313	SALARY EXPENSE-PARKING	692,248	47,821	216,662	475,586	69%	189,966
42007	PROFESSIONAL FEES	60,000	-	-	60,000	100%	3,720
42010	UNIFORMS	4,000	317	1,408	2,592	65%	943
43013	CAPITAL EXPENSE	466,807	980	980	465,827	100%	147,500
43031	FUEL EXPENSE	1,800	240	725	1,075	60%	583
43832	EV CHARGING EXP	4,000	230	230	3,770	94%	2,480
44518	WC BUS IMP DIST ALLOC	100,000	-	-	100,000	100%	-
44521	ENFORCEMENT SOFTWARE	42,000	3,141	7,133	34,867	83%	13,579
44525	PARKING METER MAINT	20,000	350	15,397	4,603	23%	2,326
44545	PARKING GARAGE MAINT	230,000	14,517	33,655	196,345	85%	67,423
44922	ARMORED CAR SERVICE	8,200	753	3,012	5,188	63%	2,704
45758	PARKING METER SOFTWARE	154,000	-	-	154,000	100%	40,052
45774	TRAINING	18,000	-	4,215	13,785	77%	89
47140	PRIN PAYMENTS	550,000	-	-	550,000	100%	-
47291	INT EXP- 2011 CHESTNUT	20,873	-	-	20,873	100%	-
47296	INT EXP- 2016 2010 REFUND	330,708	-	-	330,708	100%	-

APRIL 30, 2026 BUDGET TO ACTUAL REPORT

47299	INTEREST EXP 2013 BICENTENNIAL	14,375	-	-	14,375	100%	-
48110	FICA EXPENSE	55,252	3,743	16,995	38,257	69%	14,894
48330	NU DEFINED CONTRB EXPENSE	12,853	966	46,667	(33,814)	-263%	4,024
48400	WC INSURANCE EXPENSE	8,189	4,668	6,114	2,075	25%	6,141
48610	INSURANCE EXP	62,313	25,212	56,486	5,827	9%	64,587
48700	INSURANCE EXP- MEDICAL	167,655	2,695	35,151	132,504	79%	76,709
49201	TRF TO GF	2,217,384	184,782	739,128	1,478,256	67%	697,675
49265	TRF TO NU PENSION	53,613	-	-	53,613	100%	-
<b>Total Expense</b>		<b>5,794,600</b>	<b>330,213</b>	<b>1,330,938</b>	<b>4,463,662</b>	<b>77%</b>	<b>1,454,865</b>
<b>INC/(DEC) NET POSITION</b>			<b>265,869</b>	<b>705,226</b>			

**Budget to Actual Report**

**April 30, 2026**

**FUND: CAPITAL**

**REVENUE**

Account Code	Account Title	Total Budget	Current Period Actual	YTD Actual	Total Budget Variance	Percent Total	
						Budget Remaining	Prior Year Actual
29600	CASH RESERVE-REC IN LIEU	95,000	-	95,000	-	0%	-
29600	CASH RESERVE-GAY STREET	318,596	-	318,596	-	0%	-
29600	CASH RESERVE- HOOPES PARK	58,000	-	58,000	-	0%	-
29600	CASH RESERVE- ARPA	328,606	319,583	319,583	9,023	3%	393,504
35500	GRANT REVENUE-BODY CAMERAS	125,000	-	-	125,000	100%	-
35500	GRANT REVENUE- CHES COUNTY GAY ST	677,798	-	-	677,798	100%	-
35500	GRANT REVENUE- CHES COUNTY GAY ST II	425,000	-	-	425,000	100%	-
35500	GRANT REVENUE- BUS SHELTER	12,500	-	-	12,500	100%	-
35500	GRANT REVENUE- HOOPES PARK	-	-	130,315	(130,315)	#DIV/0!	-
35410	TRF FROM GF	691,914	-	292,414	399,500	58%	-
<b>Total Revenue</b>		<b>2,732,414</b>	<b>319,583</b>	<b>1,213,908</b>	<b>1,518,506</b>	<b>56%</b>	<b>393,504</b>

**EXPENSE**

Account Code	Account Title	Total Budget	Current Period Actual	YTD Actual	Total Budget Variance	Percent Total	
						Budget Remaining	Prior Year Actual
43013	CAPITAL EXPENSE-POLICE	240,000	-	145,000	95,000	40%	169,869
43013	CAPITAL EXPENSE-REC	153,000	8,732	10,794	142,206	93%	3,605
43013	CAPITAL EXPENSE-IT	62,414	-	16,567	45,847	73%	8,353
43013	CAPITAL EXPENSE-ADMIN	115,000	1,000	1,000	114,000	99%	-
43013	CAPITAL EXPENSE-PW	2,162,000	416,432	421,432	1,740,568	81%	1,255
<b>Total Expense</b>		<b>2,732,414</b>	<b>426,164</b>	<b>594,793</b>	<b>2,137,621</b>	<b>78%</b>	<b>183,082</b>
<b>INC/(DEC) NET POSITION</b>			<b>(106,581)</b>	<b>619,115</b>			

**Budget to Actual Report**

**April 30, 2026**

**FUND: LIQUID FUELS**

**REVENUE**

Account Code	Account Title	Total Budget	Current Period Actual	YTD Actual	Total Budget Variance	Percent Total	
						Budget Remaining	Prior Year Actual
34100	INTEREST INCOME	1,200	21	40	1,160	97%	28
36735	LIQUID FUELS REVENUE	412,306	422,152	422,152	(9,846)	-2%	428,077
<b>Total Revenue</b>		<b>413,506</b>	<b>422,173</b>	<b>422,192</b>	<b>(8,686)</b>	<b>-2%</b>	<b>428,105</b>

**EXPENSE**

Account Code	Account Title	Total Budget	Current Period Actual	YTD Actual	Total Budget Variance	Percent Total	
						Budget Remaining	Prior Year Actual
40639	BANK FEES	-	23	92	(92)	#DIV/0!	92
43200	WINTER MAINTENANCE	50,000	-	44,908	5,092	10%	94,381
43331	TRAFFIC LIGHT MAINT	46,300	4,526	11,461	34,839	75%	52,665
43333	TRAFFIC CONTROL DEVICES	10,000	122	5,113	4,887	49%	2,257
49515	ROAD PAVING PROJECT	307,206	-	-	307,206	100%	-
<b>Total Expense</b>		<b>413,506</b>	<b>4,671</b>	<b>61,574</b>	<b>351,932</b>	<b>85%</b>	<b>149,395</b>
<b>INC/(DEC) NET POSITION</b>			<b>417,502</b>	<b>360,618</b>			

**Budget to Actual Report  
April 30, 2026**

**FUND: STREAM PROTECTION**

**REVENUE**

Account Code	Account Title	Total Budget	Current Period Actual	YTD Actual	Total Budget Variance	Percent Total	
						Budget Remaining	Prior Year Actual
34100	INTEREST INCOME	40,000	1,108	3,867	36,133	90%	13,980
35500	GRANT REVENUE	225,000	-	-	225,000	100%	-
38015	STREAM PROT REVENUE	1,200,000	43,214	1,067,583	132,417	11%	1,067,965
39216	TRF FROM GF	52,105	-	52,105	-	0%	60,695
<b>Total Revenue</b>		<b>1,517,105</b>	<b>44,322</b>	<b>1,123,555</b>	<b>393,550</b>	<b>26%</b>	<b>1,142,640</b>

**EXPENSE**

Account Code	Account Title	Total Budget	Current Period Actual	YTD Actual	Total Budget Variance	Percent Total	
						Budget Remaining	Prior Year Actual
40122	POSTAGE & PRINTING	-	-	4,925	(4,925)	#DIV/0!	13,264
40133	ADMIN EXPENSE	37,000	-	-	37,000	100%	2,500
40140	BANK FEES	-	87	297	(297)	#DIV/0!	420
40410	LEGAL FEES	75,000	-	-	75,000	100%	2,422
42007	PROFESSIONAL FEES	93,000	-	4,243	88,757	95%	12,585
43013	CAPITAL EXPENSE	750,000	-	3,317	746,683	100%	192,540
43620	STORMWATER MAINTENANCE	274,290	-	-	274,290	100%	196,604
45540	TREES	25,000	-	-	25,000	100%	-
49201	TRF TO GF	262,815	-	262,815	-	0%	242,632
<b>Total Expense</b>		<b>1,517,105</b>	<b>87</b>	<b>275,597</b>	<b>1,241,508</b>	<b>82%</b>	<b>662,967</b>
<b>INC/(DEC) NET POSITION</b>			<b>44,235</b>	<b>847,958</b>			

**Check Register**  
**4/30/2026**

<b>Check Number</b>	<b>Vendor Name</b>	<b>Effective Date</b>	<b>Check Amount</b>
<b>10015 - CASH-TRUIST HIGHWAY AID</b>			
2408	TRAFFIC SAFETY STORE	4/13/2026	121.60
2409	NATIONAL HIGHWAY PRODUCTS, INC	4/23/2026	4,991.52
2410	SIGNAL SERVICE, INC.	4/23/2026	4,190.50
2411	LENNI ELECTRIC CORPORATION	4/29/2026	1,174.63
	<b>Total 10015 - CASH-TRUIST HIGHWAY AID</b>		<u>10,478.25</u>

APRIL 30, 2026 BUDGET TO ACTUAL REPORT

Check Register

4/30/2026

Check Number	Vendor Name	Effective Date	Check Amount
<b>10037 - CASH- SANTANDER BANK GF</b>			
018024	LINDA LANDENBERG	4/13/2026	764.67
018025	10-8 EMERGENCY VEHICLE SERVICE	4/13/2026	481.00
018026	BEARINGS, BELTS & CHAIN, INC.	4/13/2026	110.12
018027	FISHER AUTO PARTS	4/13/2026	118.24
018028	BEST LINE EQUIPMENT	4/13/2026	23.99
018029	Borough of West Chester	4/13/2026	300,000.00
018030	BS&A SOFTWARE	4/13/2026	1,000.00
018031	CALLTOWER, INC	4/13/2026	5,975.73
018032	COMMUNICATIONS DEPLOYMENT	4/13/2026	1,470.11
018033	CHESTER COUNTY SOLID WASTE AUT	4/13/2026	3,904.74
018034	CUMBERLAND MARINE REPAIR LLC	4/13/2026	21,299.00
018035	ENSURITY MOBILE CORP.	4/13/2026	500.00
018036	ESRI Environ Systems Res Inst	4/13/2026	120.00
018037	FRED BEANS FORD - WEST CHESTER	4/13/2026	3,053.92
018038	GOLDEN EQUIPMENT CO, INC	4/13/2026	459.48
018039	GRAINGER acct 851582056	4/13/2026	11.27
018040	JOHNSON MIRMIRAN THOMPSON INC	4/13/2026	6,400.00
018042	LANGUAGE LINE SERVICES INC	4/13/2026	104.71
018043	NEW ENTERPRISE STONE & LIME CO	4/13/2026	519.14
018044	NEW HOLLAND AUTO GROUP	4/13/2026	164.85
018045	PA AUDUBON COUNCIL	4/13/2026	100.00
018046	PA DEPT OF LABOR & INDUSTRY-E	4/13/2026	0.00
018047	PA DEPT OF LABOR & INDUSTRY	4/13/2026	7,738.00
018048	PENNONI ASSOCIATES, INC.	4/13/2026	1,163.75
018049	PERFECT SELF STORAGE	4/13/2026	612.00
018050	RAM-T CORPORATION	4/13/2026	830.00
018051	ELEANOR J. SCHWANDT,RMR	4/13/2026	1,132.00
018052	SPRINGHOUSE COMPUTER SCHOOL	4/13/2026	599.00
018053	WB MASON C2657532	4/13/2026	242.13
018054	WB MASON C3107820	4/13/2026	923.52
018055	WEAVER'S STORE INC	4/13/2026	250.00
018056	Y-PERS	4/13/2026	458.00
018057	21st CENTURY MEDIA	4/23/2026	1,189.27
018058	911 SAFETY EQUIPMENT, LLC	4/23/2026	570.00
018060	ACE HARDWARE OF WEST CHESTER	4/23/2026	17.99

APRIL 30, 2026 BUDGET TO ACTUAL REPORT

**Check Register**  
**4/30/2026**

Check Number	Vendor Name	Effective Date	Check Amount
018061	ALL TRAFFIC SOLUTIONS INC	4/23/2026	1,500.00
018063	FISHER AUTO PARTS	4/23/2026	6.38
018064	BFI King of Prussia - 4586	4/23/2026	6,782.75
018065	BODE TECHNOLOGY	4/23/2026	4,500.00
018066	BRANDYWINE REPORTING,INC.	4/23/2026	1,755.50
018067	BUCKLEY,BRION,MCGUIRE,MORRIS	4/23/2026	17,559.15
018068	BUILDING INSPECT UNDERWRITERS	4/23/2026	225.00
018071	CDW GOVERNMENT INC	4/23/2026	39,329.68
018072	CHEMICAL EQUIP LABS OF DE	4/23/2026	2,365.76
018073	CHESTER COUNTY SOLID WASTE AUT	4/23/2026	6,119.84
018074	CODE ELEVATOR, INC.	4/23/2026	3,632.00
018075	COMM OF PA STATE POLICE	4/23/2026	500.00
018076	DSC SOLUTIONS LLC	4/23/2026	3,995.00
018077	FEL - WEST CHESTER, PA #501	4/23/2026	31.59
018078	HILL ARCHIVE	4/23/2026	366.54
018079	IDI DATA	4/23/2026	75.00
018080	INTERSTATE BATTERIES	4/23/2026	636.80
018081	MUNICIPAL EMERGENCY SERVICES	4/23/2026	474.00
018082	OBERMAYER REBMANN MAXWELL	4/23/2026	1,721.50
018083	Pennsylvania Chiefs of Police	4/23/2026	2,198.00
018084	PENNONI ASSOCIATES, INC.	4/23/2026	5,007.50
018085	PERFECT SELF STORAGE	4/23/2026	301.00
018086	RBC Wealth Management	4/23/2026	28,324.68
018087	RBC Wealth Management	4/23/2026	28,959.63
018088	ROCKWELL ASSOCIATES LLC	4/23/2026	1,240.00
018089	REMINGTON & VERNICK ENGINEERS	4/23/2026	165.00
018090	SIANA LAW, LLP	4/23/2026	918.00
018091	BRANDYWINE VALLEY SPCA	4/23/2026	11,197.26
018092	PFM SOLUTIONS LLC	4/23/2026	9,500.00
018093	THOMAS COMMITTA ASSOCIATES	4/23/2026	1,473.05
018094	VERIZON 842448578-00001	4/23/2026	410.68
018096	ACE HARDWARE OF WEST CHESTER	4/29/2026	520.66
018097	ALL SEASONS LANDSCAPING CO INC	4/29/2026	54,600.00
018098	BEARINGS, BELTS & CHAIN, INC.	4/29/2026	123.67
018099	BERGEY'S TRUCK CENTERS	4/29/2026	28.96
018100	FISHER AUTO PARTS	4/29/2026	40.47

**Check Register**  
**4/30/2026**

Check Number	Vendor Name	Effective Date	Check Amount
018101	CDW GOVERNMENT INC	4/29/2026	306.89
018102	CHESTER COUNTY SOLID WASTE AUT	4/29/2026	9,592.44
018103	COLLIFLOWER, INC	4/29/2026	102.23
018104	CSG FORTE PAYMENTS, INC.	4/29/2026	256.81
018105	D&D AUTOWORKS	4/29/2026	99.90
018106	DSC SOLUTIONS LLC	4/29/2026	11,985.00
018107	EHRlich 1359462	4/29/2026	180.90
018108	FRED BEANS FORD - WEST CHESTER	4/29/2026	7.16
018109	GLASGOW INC	4/29/2026	870.58
018110	GOSHEN SIGNS	4/29/2026	45.00
018111	GREAT VALLEY LOCKSHOP INC	4/29/2026	1,204.16
018112	GUIDEMARK, INC	4/29/2026	1,400.00
018113	KNOX EQUIPMENT RENTALS INC.	4/29/2026	175.00
018114	KUSSMAUL ELECTRONICS LLC	4/29/2026	187.60
018115	LUCKY SIGN SHOP	4/29/2026	649.00
018116	Acrisure Mid-Atlantic Partners	4/29/2026	975.00
018117	NATHAN DAVID FABRICATION LLC	4/29/2026	665.00
018118	NEW HOLLAND AUTO GROUP	4/29/2026	1,898.00
018119	PA DEPT OF LABOR & INDUSTRY	4/29/2026	7,738.00
018120	PA TRNPK TOLL BY PLATE	4/29/2026	34.56
018121	PENNONI ASSOCIATES, INC.	4/29/2026	2,331.75
018122	SAM BROWN'S WHOLESALE NURSERY	4/29/2026	415.00
018123	TYREX RESOURCES LLC	4/29/2026	84.00
018124	US MUNICIPAL SUPPLY - KOP	4/29/2026	1,204.77
018125	WB MASON C3107820	4/29/2026	2,367.71
018126	WEAVER'S STORE INC	4/29/2026	395.85
018127	WEST END TOWING N' STORAGE	4/29/2026	280.00
018128	WINDLES WATER WORKS INC	4/29/2026	76.50
018129	WM P MCGOVERN, INC.	4/29/2026	539.00
<b>Total 10037 - CASH- SANTANDER BANK GF</b>			<b>644,959.49</b>

APRIL 30, 2026 BUDGET TO ACTUAL REPORT

Check Register  
4/30/2026

Check Number	Vendor Name	Effective Date	Check Amount
<b>10038 - CASH-SANTANDER BANK SEWER</b>			
11671	ACE HARDWARE OF WEST CHESTER	4/13/2026	119.25
11672	ATC GROUP SERVICES LLC (ATLAS)	4/13/2026	5,502.50
11673	Borough of West Chester	4/13/2026	250,000.00
11674	CALLTOWER, INC	4/13/2026	115.30
11675	COMMUNICATIONS DEPLOYMENT	4/13/2026	130.58
11676	CHARLES BLOSENSKI DISPOSAL CO.	4/13/2026	341.50
11677	CHESTER COUNTY SOLID WASTE AUT	4/13/2026	463.25
11678	EHRlich 1350622	4/13/2026	273.97
11679	EUROFINS ENVIRONMENT TESTING	4/13/2026	869.00
11680	GRAINGER acct 851582031	4/13/2026	189.19
11681	KEEN COMPRESSED GAS CO. INC.	4/13/2026	139.00
11682	KELLY INDUSTRIAL SUPPLY	4/13/2026	344.95
11683	MCMaster-CARR SUPPLY COMPANY	4/13/2026	77.34
11684	OFFICE BASICS, INC.	4/13/2026	206.07
11685	PENNONI ASSOCIATES, INC.	4/13/2026	9,016.75
11686	SC PIPELINE PLASTICS, INC.	4/13/2026	61.95
11687	USALCO	4/13/2026	13,908.21
11688	WEAVER'S STORE INC	4/13/2026	1,918.60
11689	ACE HARDWARE OF WEST CHESTER	4/23/2026	109.73
11690	B & E OIL SERVICES INC	4/23/2026	135.00
11691	BAILLIE FABRICATING & WELDING	4/23/2026	4,540.68
11692	CDW GOVERNMENT INC	4/23/2026	1,223.64
11693	CES - CITY ELECTRIC SUPPLY	4/23/2026	42.18
11694	GRAINGER acct 851582031	4/23/2026	468.19
11695	HACH COMPANY	4/23/2026	388.57
11696	LONGO ELECTRICAL MECHANICAL	4/23/2026	317.98
11697	MARYLAND BIOCHEMICAL COMPANY	4/23/2026	2,829.47
11699	MCGOVERN ENVIRONMENT LLC	4/23/2026	224,078.59
11700	PETROLEUM TRADERS CORP.	4/23/2026	2,662.00
11701	PHILA BEARING & DRIVE SOLUTION	4/23/2026	778.54
11702	RBC Wealth Management	4/23/2026	1,557.09
11703	RBC Wealth Management	4/23/2026	1,592.09
11704	USA BLUE BOOK	4/23/2026	1,393.18
11705	USALCO	4/23/2026	10,033.20
11706	WEAVER'S STORE INC	4/23/2026	321.10

**Check Register**  
**4/30/2026**

<b>Check Number</b>	<b>Vendor Name</b>	<b>Effective Date</b>	<b>Check Amount</b>
11707	WINDLES WATER WORKS INC	4/23/2026	184.00
11708	ROSE CAROLAN	4/29/2026	3,657.96
11709	ACE HARDWARE OF WEST CHESTER	4/29/2026	156.61
11710	CHARLES BLOSENSKI DISPOSAL CO.	4/29/2026	341.50
11711	ENVIRONMENTAL RESOURCE ASSOC	4/29/2026	1,236.14
11712	EUROFINS ENVIRONMENT TESTING	4/29/2026	949.74
11713	GRAINGER acct 851582031	4/29/2026	134.96
11714	HACH COMPANY	4/29/2026	39.56
11715	PHILA BEARING & DRIVE SOLUTION	4/29/2026	90.36
11716	USA BLUE BOOK	4/29/2026	2,773.67
<b>Total 10038 - CASH-SANTANDER BANK SEWER</b>			<b>545,713.14</b>

**Check Register**  
**4/30/2026**

Check Number	Vendor Name	Effective Date	Check Amount
<b>10039 - CASH-SANTANDER PARKING TICKET</b>			
9123	KRYSTAL REINHARD	4/13/2026	14.00
9124	AJ BLOSENSKI INC.	4/13/2026	754.08
9125	GARY ARNOLD	4/13/2026	220.00
9126	Borough of West Chester	4/13/2026	400,000.00
9127	BUTTS TICKET COMPANY	4/13/2026	350.00
9128	CALLTOWER, INC	4/13/2026	192.16
9129	COMMUNICATIONS DEPLOYMENT	4/13/2026	1,392.26
9130	DAVE COX JR	4/13/2026	247.50
9131	Eastern Armored Services, Inc.	4/13/2026	753.00
9132	STEVE FORCE	4/13/2026	1,100.00
9133	LESLIE HENRY	4/13/2026	577.50
9134	GLENN MARKLEY	4/13/2026	550.00
9135	MEHDI MOUSSA	4/13/2026	37.50
9136	T2 SYSTEMS, INC.	4/13/2026	0.00
9137	ACE HARDWARE OF WEST CHESTER	4/23/2026	26.57
9138	GARY ARNOLD	4/23/2026	357.50
9140	CODE ELEVATOR, INC.	4/23/2026	12,006.00
9141	STEVE FORCE	4/23/2026	1,100.00
9142	GOSHEN SIGNS	4/23/2026	150.00
9143	LESLIE HENRY	4/23/2026	385.00
9144	JOHNSON CONTROLS FIRE PROT LP	4/23/2026	928.21
9145	RBC Wealth Management	4/23/2026	1,004.52
9146	RBC Wealth Management	4/23/2026	957.70
9147	GARY ARNOLD	4/29/2026	467.50
9148	BUTTS TICKET COMPANY	4/29/2026	455.00
9149	CDW GOVERNMENT INC	4/29/2026	610.29
9150	CODE ELEVATOR, INC.	4/29/2026	660.00
9151	DAVE COX JR	4/29/2026	797.50
9152	GOSHEN SIGNS	4/29/2026	260.00
9153	LESLIE HENRY	4/29/2026	357.50
9154	GLENN MARKLEY	4/29/2026	550.00
9155	SHERWIN-WILLIAMS CO	4/29/2026	230.08
9156	T2 SYSTEMS, INC.	4/29/2026	762.71
<b>Total 10039 - CASH-SANTANDER PARKING TICKET</b>			<b>428,254.08</b>

**Check Register**

**4/30/2026**

<b>Check Number</b>	<b>Vendor Name</b>	<b>Effective Date</b>	<b>Check Amount</b>
<b>10041 - CASH-SANTANDER BANK SPF</b>			
7317	Borough of West Chester	4/13/2026	200,000.00
	<b>Total 10041 - CASH-SANTANDER BANK SPF</b>		<u>200,000.00</u>

**Check Register**  
**4/30/2026**

<b>Check Number</b>	<b>Vendor Name</b>	<b>Effective Date</b>	<b>Check Amount</b>
<b>10044 - CASH-SANTANDER ARP</b>			
1121	MARINO CORPORATION	4/17/2026	319,582.99
	<b>Total 10044 - CASH-SANTANDER ARP</b>		<u>319,582.99</u>

**Check Register**  
**4/30/2026**

Check Number	Vendor Name	Effective Date	Check Amount
<b>10045 - CASH-SANTANDER BANK FIRE FUND</b>			
1683	Justin McClure WCFD Reporting	4/13/2026	1,000.00
1684	DAVE MARCH WCVFD	4/13/2026	2,423.73
1685	GLICK FIRE EQUIPMENT CO.,INC.	4/23/2026	9,135.11
1686	MUNICIPAL EMERGENCY SERVICES	4/23/2026	7,064.86
1687	GLICK FIRE EQUIPMENT CO.,INC.	4/29/2026	2,962.94
<b>Total 10045 - CASH-SANTANDER BANK FIRE FUND</b>			<u>22,586.64</u>

**Check Register**  
**4/30/2026**

<b>Check Number</b>	<b>Vendor Name</b>	<b>Effective Date</b>	<b>Check Amount</b>
<b>10701 - CASH-SANTANDER CAPITAL</b>			
1000	MARINO CORPORATION	4/17/2026	92,843.56
	<b>Total 10701 - CASH-SANTANDER CAPITAL</b>		<u>92,843.56</u>

## AGENDA

### Finance & Revenue Committee of Borough Council

Date: Wednesday, April 8, 2026 @ 6:00 PM

Committee Members: Brian McGinnis, Chair  
Bernie Flynn  
Jerome Szczepaniak

Staff: Barbara Lioni, Director of Finance & Revenue  
Sean Metrick, Borough Manager

I. Call to order

II. Announcements

Public Hearing -

III. 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.)*

IV. Reports

A. Director's report on monthly financials (attachment)

B. Pension fund update

C. Finance Committee – *Chair Report, workplan and issues raised at prior meetings (attachment)*

V. Old business

A. Approve March 2026 meeting minutes (attachment)-**Approved 3-0**

**B. Discuss public safety tax- will be discussed further at May committee meeting. **FD will update millage calculations to show the effect of allocating 3 mills for fire services.****

*Issue: Discuss adding a public safety tax*

C. Motion to approve establishing a revolving loan fund for building improvements (attachment)

*Issue: Use proceeds from Keystone grant to lend funds for community development projects to improve buildings, housing units, and infrastructure* **Approved 3-0**

VI. New business

A. Motion to approve Budget Modification #2026-3 for Wastewater capital expense (attachment)

*Issue: Approve purchase of capital expense not budgeted. **Item was tabled***

**B. Motion to award bid for Maple Alley conveyance upgrade to xx for \$xxx,xxx.xx (pending bid tab from Pennoni) -**Approved 3-0 for \$596,859.00 to Joao & Bradley****

**C. Motion to approve purchasing requests (attachment): **Approved 3-0****

a. McDonald Uniforms for \$40,000.00

b. WildLawn - Rain Garden Maintenance for \$20,336.00

c. Treemendous – Shade Tree Maintenance for \$90,000.00

d. McGovern Environmental for \$980,000.00

e. DSC Solutions for \$39,500.00

f. CDW for \$103,000.00

*Issue: Review and recommend the approval of qualifying purchase orders*

VII. Other business

## VIII. Adjournment

Visit [www.west-chester.com](http://www.west-chester.com) to view and download attachments.

Agendas are posted to [www.west-chester.com](http://www.west-chester.com) by noon 3 business days prior to the meeting.

**Budget Modification Request**

<b>Budget Year:</b>	2026
<b>Modification #:</b>	2026-3

**Justification:**

**Two modifications are needed for both the Police Department and the Waste Water Department:**

1. The police department is in the process of hiring. The hiring process must follow civil service guidelines. In order to meet the criteria of the hiring guidelines, the civil service expense will need to be increased by \$14,600. The total budgeted expense for civil service for 2026 will be \$34,600.00. \$14,600 will be reallocated from False Arrest Insurance, 01-41033-40, to Civil Service, 01-40280-40.

2. The GC Wastewater plant needs to replace a broken clarifier. This equipment is crucial to the operations of the plant. The cost of the new clarifier is \$345,200 which includes installation. This equipment was not budgeted for in 2026. \$345,200 will be reallocated partially from the net savings on the GC Electrical Substation capital expense and from design work not expected to be spent in 2026 on the sludge dewatering project.

<b>Vendor</b>	<b>Invoice #</b>	<b>Date</b>	<b>G/L</b>	<b>Increase</b>	<b>Decrease</b>
Civil Service legal/administrative expenses			01-40280-40	14,600.00	-
Paragon/Travelers Insurance			01-41033-40	-	14,600.00
Eastern			08-43013-08	345,200.00	-
ATC Group			08-43013-08	-	120,000.00
ATC/BSI			08-43013-08	-	225,200.00
<b>Total</b>				<b>359,800.00</b>	<b>359,800.00</b>

**BOROUGH OF WEST CHESTER**  
**CHESTER COUNTY, PENNSYLVANIA**

**RESOLUTION NO. 2026-08**

**A RESOLUTION OF BOROUGH COUNCIL OF THE BOROUGH  
OF WEST CHESTER AMENDING THE FEE SCHEDULE OF THE  
BOROUGH OF WEST CHESTER.**

**BE IT HEREBY RESOLVED** that Borough Council of the Borough of West Chester, Chester County, Pennsylvania, adopts the amended Fee Schedule which is attached hereto and incorporated herein as **Attachment “A”** to this Resolution.

**RESOLVED AND ADOPTED** on 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

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

\_\_\_\_\_  
Brian Travis, Council Member

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

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

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



# WEST CHESTER POLICE DEPARTMENT



## Act 134 - Request Form

A crime victim or a defendant in a civil action in which a crime victim is a party, or their legal representation may request the dissemination of criminal history investigative information that is directly related to a civil action pending in a court in this Commonwealth.

In addition, a crime victim, or the crime victim's legal representative may request the dissemination of criminal history investigative information that is material and necessary to the investigation or preparation of a civil action in this Commonwealth. A request must be served upon the Right to Know Officer or the Chief of Police via personal service or certified mail with receipt.

The fee for processing each request is \$175.00. Additional fees may apply. If you have questions please call the West Chester Police Department Records Unit at 610-696-2700 or email [records@west-chester.com](mailto:records@west-chester.com).

### REQUESTOR INFORMATION

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_ EMAIL: \_\_\_\_\_

NAME OF CRIME VICTIM (IF DIFFERENT): \_\_\_\_\_

RELATIONSHIP TO INCIDENT:  Crime Victim  Crime Victim's Legal Representative  
 Civil Defendant  Civil Defendant's Legal Representative

REQUEST SUBMITTED VIA:  In-Person  Certified Mail

DATE SUBMITTED: \_\_\_\_\_

### BASIS FOR ACCESS

- Requested information is directly related to a civil action pending in a Commonwealth Court.
- Requested information is material and necessary to the investigation or preparation of a civil action in this Commonwealth.

### DISSEMINATION

Dissemination of information may be made to the requesting party or the requesting party's legal representative, or their attorney as directed by the request for information.

If granted, dissemination of material should be directed to:

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_ EMAIL ADDRESS: \_\_\_\_\_

**DESCRIPTION OF INFORMATION REQUESTED**

A request for dissemination must identify or describe the information sought with sufficient specificity to enable the police department to ascertain which information is being requested. Attach additional pages if necessary. If known, please also provide the date of the incident, the names of those involved in the incident, police department incident number, and any criminal / civil case number(s).

INCIDENT DATE: \_\_\_\_\_ INCIDENT NUMBER: \_\_\_\_\_

NAME(S) INVOLVED: \_\_\_\_\_

CIVIL / CRIMINAL CASE TITLE AND DOCKET NUMBER: \_\_\_\_\_

**VERIFICATION AND AFFIRMATION - CRIME VICTIM / DEFENDANT - FILED CIVIL ACTION**

I, \_\_\_\_\_ hereby verify and affirm, subject to the penalties of 18 Pa. C.S. 4904, relating to unsworn falsification to authorities, that the information in the above request is true and correct to the best of my knowledge and belief, that I am a crime victim (or their legal representative) or a defendant in a civil action in which a crime victim is a party (or their legal representative) and that the requested information is directly related to that civil action pending in a court in this Commonwealth. I understand that any information obtained pursuant to this request shall be used only in connection with an actual or potential civil action directly relating to that criminal history investigative information. I also understand that the use of information obtained pursuant to this request to harass, intimidate, or threaten another shall constitute a misdemeanor of the second degree.

SIGNED ON THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_.

SIGNATURE: \_\_\_\_\_

PRINTED NAME: \_\_\_\_\_

**VERIFICATION AND AFFIRMATION - CRIME VICTIM - PREPARATION / INVESTIGATION**

I, \_\_\_\_\_ hereby verify and affirm, subject to the penalties of 18 Pa. C.S. 4904, relating to unsworn falsification to authorities, that the information in the above request is true and correct to the best of my knowledge and belief, that I am a crime victim (or their legal representative) and that the requested information is material and necessary to the investigation or preparation of a civil action in this Commonwealth. I understand that any information obtained pursuant to this request shall be used only in connection with an actual or potential civil action directly relating to that criminal history investigative information. I also understand that the use of information obtained pursuant to this request to harass, intimidate, or threaten another shall constitute a misdemeanor of the second degree.

SIGNED ON THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_.

SIGNATURE: \_\_\_\_\_

PRINTED NAME: \_\_\_\_\_

Borough Of West Chester

Fee Schedule: Adopted May 2026

**BUILDING PERMITS**

New Construction, Alterations, Additions, Demolition, Signs & HVAC		
One & Two Family Dwellings		
First \$1,000		\$80.00
Each Additional \$1,000		\$15
Multi-Family & Non-Residential		
First \$1,000		\$154.50
Each aAdditional \$1,000		\$15
All projects over \$20M in value ICC Model Fee Schedule with 4 year averaging for multiplier		

**ELECTRICAL PERMITS**

First \$1000		\$80.00
Each additional \$1,000		\$10
Annual Maintenance Permit		\$504

**PLUMBING PERMITS**

*fees include one rough & one final inspection*

One & Two Family Dwellings (base fee)		
Each fixture		\$25
Multi-Family & Non-Residential (base fee)		
Each fixture		\$25

**REINSPECTIONS**

Additional Inspections for all permits		\$150
--	--	-------

**ZONING LETTER** \$150

**Fire Safety Inspection Fee**

*(Annual Commercial Fire Inspections)*

Building Area and Inspections		
<hr/>		
1 to 999 square feet		\$70.00
1,000 to 3,500 square feet		\$95.00
3,501 to 5,000 square feet		\$120.00
5,001 to 10,000 square feet		\$165.00
10,001 to 50,000 square feet		\$225.00
50,001 square feet and up		\$310.10
Re-inspection fee for corrections		\$30.00

**PLAN REVIEW FEES**

One & Two Family Dwellings, 1st review	\$100
Multi-Family & Non-residential, 1st review	\$150
Each Additional Review	\$100
Zoning Review (Site plans, fences, sheds, patios, etc.)	\$50

**RENTAL PERMITS (annual)**

<b>Residential Unit/per unit (from \$44.00)</b>	\$66.00
Rental License Transfer Fee	\$5.00
Short Term Rental - per unit	\$66.00

**ZONING HEARING BOARD**

Variance, Special Exception	
Single Family Dwelling, Commercial Signs	\$500
Public & Institutional	\$800
Multi-family Dwelling, Commercial & Industrial	\$1,200
Each continuance by applicant	\$200

**ZONING MATTERS BEFORE BOROUGH COUNCIL**

Validity variance and curative amendment	\$2,000
Zoning Change	\$500
Conditional Use:	
Single Family Residential	\$500
Public & Institutional	\$800
Multi-Family dwelling, Commercial & Industrial	\$1,200
Each Continuance:	\$200

**BUILDING, HOUSING & FIRE PREVENTION** \$500

**CODE BOARD OF APPEALS**

**SUB-DIVISION & LAND DEVELOPMENT REVIEWS**

<i>(plus fee schedule of Borough Engineer as approved by Borough Council)</i>	\$400
---	-------

**LIQUOR LICENSE TRANSFER** \$1,000

**SPECIAL PERMITS**

Family Day Care Home	\$40
Outdoor Café' (annual fee)	\$200

Failure to appear / no show	\$50.00
Administrative Fee	\$25.00

Registration Fee for Hens	\$35
---------------------------	------

**PUBLIC WORKS**

20-Gallon Recycling containers	\$15
Borough disposal bags	\$3
Refrigerator disposal	\$35
Air conditioner disposal	\$25
Dumpster Permit	\$45/week
Dumpster Permit at metered parking Monday-Friday	\$21.00/day
Dumpster Permit at metered parking Saturday	\$10.50/day
Electronics Recycling: t.v.'s, computers monitors, printers, & computer peripherals	\$5
Fine for working without a permit or expired permit	Double Permit Fee (minimum \$50.00)
Bulk Trash Items	\$35
Mattresses & items exceeding 75 lbs. and exceeding 2'x3'x5' in size	
Tire Disposal Recycling Fee 17"	\$10
Tire Disposal Recycling Fee over 17"	\$25

Traffic Control Devices

Orange Traffic Cones -	Deposit Fee \$10	\$4 each/per day
Barricades -	Deposit Fee \$50	\$15 each/per day
Temporary Signage-	Deposit Fee \$50	\$10 each/per day
Sign Board -	Deposit Fee \$300	\$150/each/day

Set Up/Breakdown Fees (Minimum 3/hours/employee)

Public Works Employee	\$70/hour
-----------------------	-----------

**SIDEWALK REPAIRS**

Sidewalk permits and inspections	\$30
----------------------------------	------

**CURB CUT**

Curb repairs, or curb cuts made strictly for the installation of a wheelchair ramp are exempt from the curb cut fee	\$35
---	------

**STREET OPENING**

Per Opening (Rounded Up) (minimum fee of \$500.00)	\$10/per sq ft
---	----------------

Capital Utility Project - <b>Prior approval required</b> (minimum fee of \$1,750.00)	\$4.00/lineal ft of standard trench width (2.5')
---	--

**STREET OPENING RESTORATION COMPLETED BY THE BOROUGH**

up to five square yards -	\$350
\$70 for each additional sq. yd.	

Permit issuance & general inspection fees are not payable by the Commonwealth of PA., the Federal Government or Public Utilities for the replacement or renewal of their facilities prior to a resurfacing project after notice from the Borough, the installation of street light poles or facilities moved at the request of the Borough

**POLICE**

Alarm Registration	\$30
Alarm Registration Renewal	\$10
Accident Report	\$15
Police Service @ approved Special Event	\$154/hr
<b>Police Report – Act 134 Records Request</b>	<b>\$175/request</b>

**VENDING LICENSE - yearly**

\$100
-------

**PARK RENTALS - DAILY**

Park rental WEEKDAY resident/non-resident	\$25
Park rental WEEKEND resident fee	\$75
Park rental WEEKEND non-resident fee	\$125

**SPECIAL EVENT APPLICATION FEES (SEA)**

Run, race, and/or event (non-refundable)	\$250
Block party (non-refundable)	\$50

**BOROUGH TOWING CHARGES**

Towing Fee	\$65
Storage per day	\$35

**METERS**

All on-street & surface lot single/multi-space meters	\$1.50/hr
On-street patio, linear footage cost	\$160.00/linear ft

**POSTING RESERVATIONS**

Meter daily rate	\$21.00
Funeral meter daily rate:	\$10.50
Posting Fee (per block only)	\$100.00
Resident Temporary "No Parking" Sign Fee	\$1/sign

**RESIDENTIAL ANNUAL PARKING PERMITS**

Lot #3	\$900
Lot N (Greenfield)	\$200
Business Permit	\$125
Guest Pass - 2 per house/apt	\$6.00/each
Replacement fee for guest pass	\$6.00
Resident	\$14
Tenant	\$14
Student Rental	\$14
Property Management	\$14

**STREAM PROTECTION PROGRAM**

Rate (Tiers 1-5 banded ranges; Tier 6 actual coverage)	\$6.70/1000 s.f.
Appeal Applications	\$0
Credit Applications	\$0
Certifications	\$50

**WASTE WATER**

Sewer Certifications	\$50
----------------------	------

**PARKING LOTS**

Chestnut Street Garage - Monthly Day Rate	\$95
Chestnut Street Garage - Monthly Night/Weekend Rate	\$60
Chestnut Street Garage - Monthly 24/7 Rate	\$125
Bicentennial Garage - Monthly Day Rate	\$95
Bicentennial Garage - Monthly Night/Weekend Rate	\$60
Bicentennial Garage - Monthly 24/7 Rate	\$125
Lot #3 - Annual Fee	\$900
Lot #5 - Leased monthly	\$95/space
Lot #6 - Leased annually to County	\$95/space
Lot #6 - Residential permit annually	\$14
Lot #6 - Adjacent - Business Permit	\$75/space
Lot #7 - Leased per month	Garage Market Rate
Lot #10 - Leased monthly	Garage Market Rate
Greenfield - Annual fee	\$200

**GARAGE RATES-Bicentennial & Chestnut**

1/2 hour	\$0.75
1 hour	\$1.50
1 1/2 hours	\$2.25
2 hours	\$3.00
2 1/2 hours	\$3.75
3 hours	\$4.50
3 1/2 hours	\$5.25
4 hours	\$6.00
5 hours	\$7.50
6 hours	\$8.50
7 hours to 24 hours	\$9.00

*The Borough reserves the right to charge a different fee for the use of the garages for special events, such as: The Chester County Restaurant Festival, the Chili Cook Off, the Halloween Parade, and the Christmas Parade.*

**PROPERTY TAX**

Tax Certifications	\$50
--------------------	------

## **RIGHT TO KNOW REQUESTS**

---

Copies: \$0.25/page Color Copies: \$0.50/page

Certification of a Record: \$5 per record, not per page.

Please note that certification fees do not include notarization fees.

Specialized Documents:

Actual Cost + \$

*examples include blue prints, color copies, non-standard sized documents.*

Postage Fees

Actual Cost

Reimbursement for thumb-drive

Actual Cost

**Police Report – Act 134 Records Request**

**\$175/request**

## **MISCELLANEOUS**

---

Credit Card Processing Fee	3% of cost of transaction
Public EV Charging	\$1 /hr
Borough Parking Garage Use for social gatherings application fee	\$50.00
Bike Locker Rental Deposit Fee	\$100 annual
Returned Check/Payment	\$35.00

**RESOLUTION NO. \_\_\_\_\_**

**BOROUGH OF WEST CHESTER  
CHESTER COUNTY, PENNSYLVANIA**

**A Resolution Authorizing Application  
to the Chester County Department of  
Community Development Municipal  
Construction Program for the Goose Creek  
Sanitary Sewer Conveyance – Phase II Project**

**Be it RESOLVED, that the Borough of West Chester of Chester County, PA hereby requests grant funding of \$350,000 from Chester County, to be used for the Goose Creek Sanitary Sewer Conveyance – Phase II Project.**

**Be it FURTHER RESOLVED, that the Applicant does hereby designate Sean Metrick, Borough Manager and Secretary, as the official(s) to execute all documents and agreements, between the Borough of West Chester and the Chester County Department of Community Development, to facilitate and assist in obtaining the requested grant.**

**I, Sean Metrick, duly qualified Secretary of the Borough of West Chester, Chester County, PA, hereby certify that the forgoing is a true and correct copy of a Resolution duly adopted by a majority vote of the Borough of West Chester’s Borough Council at a regular meeting held May 20<sup>th</sup> 2026, and said Resolution has been recorded in the Minutes of the Borough of West Chester and remains in effect as of this date.**

**IN WITNESS THEREOF, I affix my hand and attach the seal of the Borough of West Chester, this 20<sup>th</sup> day of May 2026.**

**West Chester Borough**

Name of Applicant

**Chester County, PA**

County

\_\_\_\_\_  
Sean Metrick, Borough Manager and Secretary

# BOROUGH OF WEST CHESTER

Finance Department Use Only  
Purchase Order Number



## PURCHASE ORDER REQUEST

TO: Sean Metrick, Borough Manager

FROM: Finance Department

SUB: PURCHASE ORDER REQUEST

DATE: 5/7/2026

IT IS REQUESTED THAT A PURCHASE ORDER BE ISSUED TO:

**Vendor** Abila Software

**Contact** Maria Walsh

**Address** 360 Central Ave., Ste 1120  
St. Petersburg, FL 33701

**Phone**

**Email**

**Fax**

### Justification

MIP Cloud: Migration Maintenance & Support - Subscription  
Start Date: 03/01/2026 / End Date: 02/28/2027

<b>TOTAL AMOUNT TO BE PAID:</b>	<b>\$ 12,107.83</b>
---------------------------------	---------------------

Reference (select one)  Quote  SOW  SA  State Contract

**From:** James Breen [REDACTED]  
**Sent:** Wednesday, May 6, 2026 7:01 AM  
**To:** Sean Metrick <[SMetrick@west-chester.com](mailto:SMetrick@west-chester.com)>; Lillian DeBaptiste <[LDeBaptiste@west-chester.com](mailto:LDeBaptiste@west-chester.com)>;  
Theresa Eadie <[TEadie@west-chester.com](mailto:TEadie@west-chester.com)>; Barbara Lioni <[BLioni@west-chester.com](mailto:BLioni@west-chester.com)>  
**Subject:** America250 Mural Budget

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Hello All.

Thanks very much for the meeting yesterday. It was nice for us all to be in the same room and ensure we're on the same page.

I've worked through the mural project and have come up with the following budget:

**\$15,000:** Initial artist compensation (per the Call-for-Art)  
**\$3,000:** Prep budget needed for new wall location  
**\$2,000:** Additional artist compensation (since new wall requires more - design work, paint, equipment, etc.)  
**\$1,000:** For plaque to identify the mural/list donors, and expenses for unveiling.

---

**\$21,000:** Total budget

As for a payment schedule:

**\$1,000:** Has already been paid to the artist for being awarded the project (per the Call-for-Art)  
**\$4,500:** To be paid to the artist now for upfront costs  
**\$3,000:** To be paid to profession painters (JH Hudson) upon completion of wall prep  
**\$11,500:** To be paid to the artist upon completion of the mural  
**\$1,000:** To reimburse PAC members for plaque purchase and odds and ends for unveiling (receipts will be submitted).

# BOROUGH OF WEST CHESTER



## PURCHASE ORDER REQUEST

TO: Sean Metrick, Borough Manager

FROM: Parking Service

SUB: PURCHASE ORDER REQUEST

DATE: 5/7/2026

**IT IS REQUESTED THAT A PURCHASE ORDER BE ISSUED TO:**

**Vendor** Butts Ticket Systems

**Contact** Mitch Butts

**Address** 151 Hood Road  
Cochranville Pa

**Phone** (610) 869-7450

**Email**

**Fax**

**Justification**

2026 Estimated Conv. Fees (estimated from 2025 added 10%)

<b>TOTAL AMOUNT TO BE PAID:</b>	<b>\$ 183,162.00</b>
---------------------------------	----------------------

Reference (select one)  Quote  SOW  SA  State Contract