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Borough Council Meeting

**April 16, 2025 @ 6:30 PM**

Patrick McCoy, President	Member, 1 <sup>st</sup> Ward	Term Expires: 12/31/25
Nicole Scimone, Vice President	Member, 4 <sup>th</sup> Ward	Term Expires: 12/31/27
Bryan Travis	Member, 2 <sup>nd</sup> Ward	Term Expires: 12/31/27
Brian McGinnis	Member, 3 <sup>rd</sup> Ward	Term Expires: 12/31/25
Sheila Vaccaro	Member, 5 <sup>th</sup> Ward	Term Expires: 12/31/25
Bernie Flynn	Member, 6 <sup>th</sup> Ward	Term Expires: 12/31/27
Lisa Dorsey	Member, 7 <sup>th</sup> Ward	Term Expires: 12/31/25

**Mayor:** Lillian L. DeBaptiste

**Borough Manager:** Sean Metrick

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This is a proposed agenda. Action may be taken on items, and other items, at this meeting.

**Borough Council Meeting:**

- I. Call to Order
- II. Pledge of Allegiance
- III. Announcements:
  - A. Announce the May Borough Council meetings will be held on May 21 and May 22, 2025
- IV. Comments, suggestions, petitions by residents in attendance regarding items that are not on the agenda (*Please be advised that all public comment has a 5-minute time limit.*)
- V. Comments by the Borough Council and the Mayor
- VI. Reports/Presentations:
- VII. NEW BUSINESS:
  - A. Appointment to fill vacancies on the West Chester Borough Boards/Commissions/Committees

Civil Service Commission, Alternate <i>1 Vacancy</i>	Joseph Ovelman Jerry Scanlan
Human Relations Commission <i>1 Vacancy</i>	
Public Arts Committee <i>3 positions requested</i>	Sarah Ali Emma Curtius Jo Anne Durako Jennifer Harris Michael Hartman Sahara Widmayer

Planning Commission <i>1 Vacancy</i>	Alex Katz Joseph Ovelman
Tree Commission <i>2 Vacancies</i>	Jake Cammarota Jennifer Harris Deborah Mack Anna Sechrist

VIII. Old Business:

- A. Motion to approve ratification of 2008, one-year lease, extension between SEPTA and the Borough of West Chester – extension of existing 15-year lease
- B. Motion to approve the request from Downtown West Chester to appoint Austin Piona to the Board of Directors.
- D) Motion to direct the Solicitor to include language in the lease between SEPTA and the West Chester Borough, to include additional language of the use on the West Chester Branch, to include commuter rail service, as well as the use by the West Chester Railroad (attachment)  
*Issue: Review lease agreement and approve additional language*
- E) Motion to direct Solicitor to draft an amendment to the language in the Borough Codes - Chapter 54, Chapter 72, and Chapter 82, electrical, mechanical, plumbing, respectively, relative to “License Required” sections (attachment)  
*Issue: Amend Ordinance(s) language to state, “such person must present proof that he or she was licensed by the Borough prior to the adoption of this chapter, or has successfully passed an examination by the International Code Council, Inc., to perform such work.”*
- F) Motion to approve the Borough Council Chambers audio/microphone capital project. (attachment)  
*Issue: Improve and upgrade the audio recording & streaming services in the council chambers. 3 Year Lease (\$12,414.23 annually, 1\$ buy-out)*
- G) Motion to approve the Memorandum of Understanding to allow the use of 3 parking spaces at Chestnut Street Garage by WCBID (attachment)  
*Issue: Discuss allowing use of 3 spaces at Chestnut Street Garage by WCBID*
- H) Motion to approve the Resolution to install a ceremonial street sign commemorating Stan Zukin (attachment)  
*Issue: Approve Resolution for ceremonial street sign commemorating*
- I) Motion to allow the use of the Chestnut Street Parking Garage (top level) and sponsorship for SEA: Up On the Roof event, September 13, 2025, John O’Brien, ED of Downtown West Chester  
*Issue: Discuss allowing the use of the Chestnut Street Parking Garage (top level)*
- J) Motion to approve free parking on First Friday May 2<sup>nd</sup> to begin at 4pm for the annual Gallery Walk, John O’Brien, ED of Downtown West Chester  
*Issue: Discuss free parking for the annual Gallery Walk*
- K) Motion to approve the Resolution for handicapped parking spaces (attachment)
  - a) 527 E Barnard (add)

- b) 707 E Barnard (add)
- c) Hoopes Park (add)
- d) 508 East Miner Street (remove)

*Issue: Approve Resolution for additions and removal of handicapped parking spaces*

- L) Motion to approve revisions to ordinance amendment - Chapter 62 – Garbage, Rubbish and Refuse; and, schedule a Public Hearing on May 22, 2025 (attachment)

*Issue: Approve revisions to Ordinance*

- M) Motion to approve County Historical Society banners and sign proposal

*Issue: Discuss the request from the Chester County Historical Society to install banners and signs*

- N) Motion to award 2025 paving project bid to Glasgow, Inc (attachment)

*Issue: Motion to award the 2025 paving project bid*

- O) Motion to award 2025 High St parking lot paving bid to John A. DiRocco General Contractors, Inc. (attachment)

*Issue: Motion to award 2025 High St parking lot paving bid*

- P) Motion to approve new scoreboard installation at Farley Field by Adult Baseball League (attachment) [3320 Baseball/Softball Scoreboard - Varsity Scoreboards](#) – attachment

*Issue: Motion to approve installation*

- Q) Motion to approve Grant Resolution to DCED Small Water & Sewer Grant Program for the Goose Creek Sanitary Sewer Conveyance Improvements – Phase II Project (attachment):

*Issue: Approve resolution required for grant application*

- R) Motion to approve Budget Modification #3 for Winter Maintenance (attachment)

*Issue: Allocate funding in the 2025 General Fund budget for salt purchases*

- S) Motion to approve the transfer of \$44,195.58 from the General Fund to the Liquid Fuels Fund to reimburse for 2024 salt purchases (attachment)

*Issue: Liquid Fuels funds were used to pay for salt purchases that did not conform to procurement regulations*

- T) Motion to approve purchasing requests (attachment):

- a. USALCO for \$12,835.20
- b. Spring City Electrical Manufacturing for \$13,280.00
- c. Sherwood Logan- sludge transfer pump for \$29,002.52
- d. Sherwood Logan- 2 primary sludge pumps for \$41,135.50
- e. Pyrz Water Supply for \$23,820.00
- f. Hough Associates for \$16,806.51
- g. Coastal Technical Sales for \$59,030.57
- h. Geiger Pump & Equipment for \$10,999.19
- i. Eastern Salt for \$92,673.42
- j. Archewild for \$19,598.00
- k. T2 Systems for \$43,668.00

*Issue: Review and recommend the approval of purchase orders exceeding \$10,000*

- U) Motion to direct Borough staff to investigate intersection safety with the traffic engineer relative to the intersection at Bradford Avenue and West Gay Street.  
*Issue: Parents concerned about traffic and safety of children crossing at arrival & dismissal*
- V) Motion to approve special events applications (attachments)  
a. Jitter's Hotdog Eating Contest 5.25.25  
b. Friends of Marshall Square Park Summer Concert series 6.19/7.17/8.7/8.14.25  
c. F4 Chili Cook Off 10.12.25 (rain date 10.19.25)  
d. West Chester Green Team PORCHFEST '25 5.17.25  
*Issue: Review and approve special events applications*
- W) Motion to approve on-street cafe permit for Turk's Head Wines, Allison Owens  
*Issue: To approve the installation of the dining platform*
- X) Motion to approve the 2025 Gay Street Closure Rules and Regulations; and, include the Gay Street Closure Rules in the Outdoor Dining Policy (attachment)  
*Issue: Consider a motion regarding the updated rules for the 2025 Outdoor Dining season*
- Y) Motion to approve Letter of Understanding with Delaware Valley Planning Commission to participate in the Sustainable Buildings Collaborative Energy Benchmarking Program (attachment)  
*Issue: Discuss and consider a motion to approve Letter of Understanding for participating in exploratory energy benchmarking program*
- Z) Motion to schedule a Public Hearing on May 22, 2025 to approve an amendment to Chapter 97, to appoint a Historic Architect to review buildings in the HO-60 and HO-75 Districts (attachment)  
*Issue: Consider a motion to approve amendment to SALDO requiring a review by an appointed Historic Architect for buildings in the HO-60 and HO-75 Districts.*
- AA) Motion to approve HARB Certificates of Appropriateness (attachment)  
a) 2025-04-21 W. Market St-Sign  
b) 2025-08-16 E. Gay St-Exterior renovation  
c) 20025-13-44 W. Gay St-Sign  
*Issue: Consider a Motion to approve the March HARB Certificate of Appropriateness*
- AB) Discuss Solicitor attendance for Zoning Appeal – 143 East Marshall Street (attachment)  
*Issue: Consider a motion to approve sending Solicitor to Zoning Hearing Board to oppose dimensional variance for residential addition.*
- AC) Approve the Minutes of the March 18 and March 19, 2025 Borough Council Meetings Minutes
- AD) Discuss the 2024 Workers Comp Audit
- VIII) Other Business:
- IX) Adjournment