

*This meeting is being audio recorded for public record*  
Borough Council Meeting  
**July 15 2025**

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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**Borough Council Meeting:**

- I. Call to Order
- II. Pledge of Allegiance
- III. Announcements:
  - A) Public Hearing: Wednesday, July 16th at 6:30 p.m.  
Consider the Re-Authorization and Five-Year Plan of the West Chester Business Improvement District Authority
- 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. Reports/Presentations:
  - A) Borough Manager's Report (attachment)
- VI. Old Business:
  - A) Motion to approve June 17<sup>th</sup> and 18<sup>th</sup> Borough Council Meetings Minutes
- VII. New Business:
  - A) Motion to Reappoint Steven Krug to the West Chester Area Council of Governments UCC Board of Appeals
  - B) Interview for Boards & Commission:  
*Planning Commission and Transportation Advisory Committee:*
    - 1) Quinton Birl
    - 2) Brandon Emig
    - 3) Jeanine Ramagano-Houder

4) Dr Thomas H Jaagus

C) Administration, Communication & Technology Committee

1) Motion to approve Resolution to dispose of the following records (attachment)

- a) Open Records Files prior to 2022
- b) Solicitor's applications prior to 2021
- c) Building & Housing Residential Building Permits prior to 2020
- d) Rental Permit Receipts prior to 2017

*Issue: Dispose of old records according to the Pennsylvania Records Retention and Disposal Schedule.*

Committee Recommendation 3-0

D) Parking Committee:

1) Motion to approve special event parking fees policy for Town Center Special Events (attachment)

*Issue: Approve special event parking fees in garages and surface lots*

Committee Recommendation 3-0

E) Public Works Committee:

1) Motion to award the Goose Creek Flood Study, in the amount of \$38,500 to Remington Vernick Engineers (attachment)

*Issue: a comprehensive study on Goose Creek to eliminate the flooding*

Committee Recommendation 3-0

2) Motion to schedule public open house for Goose Creek Pollution Reduction Plan – August 5, 2025 at 5:30 PM Borough Hall – 401 East Gay St.

*Issue: Opportunity to provide public comment on the plan amendment with a presentation by RVE. Video will be recorded and an opportunity for asynchronous feedback through the website is also available.*

F) Finance & Revenue Committee:

1) Motion to direct Solicitor to prepare a Memorandum of Understanding (MOU) with the West Chester Chamber of Commerce to provide the cost of police services, with a cap of \$10,000; and, review the MOU the year after finalizing the 5-year police contract

*Issue: Discuss support and fees for the 2025 parade.*

Committee Recommendation 3-0

2) Motion to approve purchasing requests (attachment):

- a) JJ Outdoor Services LLC for \$14,369.50
- b) Johnson Controls for \$16,250.00
- c) NexGen for \$30,284.00
- d) USALCO for \$12,835.20

- e) Witmer Public Safety for \$15,395.60
  - f) Great Lakes Recreation – DBA Boyce Recreation for \$65,386.00
- Issue: Review and recommend the approval of purchase orders exceeding \$10,000*

Committee Recommendation 3-0

G) Public Safety & Quality of Life Committee:

- 1) Motion to schedule a public hearing August 20, 2025 at 6:30 PM to consider amendment to Chapter 37- Animals, creating a new Article prohibiting sale of cats, dogs, and rabbits in retail stores. (attachment)  
*Issue: Consider adopting an ordinance for the human sale of pets.*

Committee Recommendation 3-0

- 2) Motion to approve special events applications (attachment)
  - a) 10.18.25 Unite 4 HER 5k and fun run
  - b) 12.13.25 Christkindl Market – Downtown West Chester*Issue: Review and approve special events applications*

Committee Recommendation 3-0

H) Smart Growth Committee:

- 1) Motion to direct the Solicitor to prepare an amendment to Chapter 66, 1000.6 “Disciplinary Action” to escalate points imposed by guilty convictions of citations for 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> disruptive conduct/ nuisance cases to 3,4,5 points.

Committee Recommendation 3-0

- 2) Motion to grant extension until August 31, 2025 for 210-214 W Washington Street, Axel Square land development project (attachment)

Committee Recommendation 3-0

- 3) Motion to approve HARB applications (attachment)  
*Issue: Consider a Motion to approve the June HARB Certificates of Appropriateness*
  - a) 2025-18: 120 N. Church St-Exterior mechanical equipment installation
  - b) 2025-19: 233 W. Gay St-Exterior mechanical equipment-Rectory office
  - c) 2025-20: 233 W. Gay St-Exterior mechanical equipment-Choir mezzanine
  - d) 2025-21: 202 W. Gay St-Replace front door and sign

Committee Recommendation 3-0

- 4) Consider directing the Solicitor to attend Zoning Hearing Board (attachment)
  - a) 531 Marshall Drive: relief from residential dimensional and parking requirements

Committee Recommendation 3-0 for Solicitor attendance

- b) 501 E. Miner St: relief to allow illuminated ground mount sign at The Melton Center on West Market Street.

Committee Recommendation 2-0 for no Solicitor attendance

VIII. Other Business:

- 1) Approve budget modification or expense and revenue for Capital Project - Goose Creek Green Public Works and Matlack Street Rain Garden Stormwater Project and approval of final Certification of Payment #3 with change order in the amount of \$73,210. (attachment)

IX. Adjournment