

***This meeting is being audio recorded for public record***  
Borough Council Meeting  
**June 17 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 – June 18, 2025 @ 6:30 PM  
An Ordinance amending the Code of the Borough of West Chester, Chapter 54, titled Electrical Standards, Chapter 72, titled Mechanical Standards, and Chapter 82, titled Plumbing, by amending the licensing requirements for electrical contractors, mechanical contractors, and plumbing contractors performing work in the Borough of West Chester (attachments)
  - B) The Borough Administrative offices will be closed on Thursday, June 19<sup>th</sup> in honor of Juneteenth.
- 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:
- VI. Old Business:
  - 1) Motion to approve May 21<sup>st</sup> and 22<sup>nd</sup> Borough Council Meetings Minutes
- VII. New Business:**
  - A. Administration, Communication & Technology Committee
    1. Motion to schedule a Public Hearing, July 16 @ 6:30 PM, to approve the five-year business plan with the West Chester Business Improvement District. (attachment)

*Committee Recommendation 3-0*

B. Parking Committee:

1. Motion to approve Flash Express Pay Parking agreement (attachment)  
*Issue: Flash will provide one year of free payment enhancement technology for both Borough garages to allow registered parkers easy in and out access at all Flash locations.*

*Committee Recommendation 3-0*

2. Motion to temporarily amend memorandum of understanding with Hotel Indigo for overage of allotted monthly parkers in the amount of \$7 per day per car. (attachment)  
*Issue: Amend MOU in the amount of \$7 per day per car for overages temporarily; and revisit costs when additional data is collected*

*Committee Recommendation 3-0*

3. Motion to approve updated resolution for Brandywine Valley Wayfinding Project (attachment)  
*Issue: Resolution required for project*

*Committee Recommendation 3-0*

4. Motion to approve Resolution regarding handicapped parking spaces (attachment)
  - a) 708 S. Adams Street- add
  - b) 108 S. Adams Street- add*Issue: Add Handicapped parking spaces to indicated properties*

*Committee Recommendation 3-0*

C. Public Works Committee:

1. Motion to approve sales of items on Municibid. There are two salt spreaders, three decommissioned Ford Explorers and a decommissioned PW truck (44-16).  
*Issue: Items over \$500 in value require Council approval for sale*

*Committee Recommendation 3-0*

D. Finance and Revenue Committee:

1. Discuss 2025 Christmas Parade fees and discount  
*Issue: Discuss support and fees for the 2025 parade.*  
  
*Committee Recommendation 3-0 to continue discussion on fee structure for the parade*
2. Motion to reallocate capital project budget expenses for Parks and Recreation 2025 – Horace Pippin Park and John O Green Park (attachment)  
*Issue: Costs are being adjusted due to pricing changes*

*Committee Recommendation 3-0*

3. Motion to approve purchasing requests (attachment):
  - a. Eagle Point Gun for \$18,000.00
  - b. Marshall Square Park repairs for \$18,980.32
  - c. Adorama for \$21,136.35
  - d. Motorola for \$18,750.00
  - e. USALCO for \$12,835.20
  - f. T2 Systems for \$15,402.00

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

*Committee Recommendation 3-0*

E. Public Safety Committee:

1. Motion to approve candidates submitted by the Mayor to Borough Council for hire as police officers.

*Issue: Borough Council approval required for candidates for hire and promotion in Police Department.*

*No Committee Recommendation*

2. Motion to approve special events applications (attachment)
  - a. St Agnes Feast of the Assumption, August 10, 2025.
  - b. Mount Carmel COGIC, partnering with the Mayor's, Office Block Party, July 19, 2025

*Issue: Review and approve special events applications*

*Committee Recommendation 3-0*

F. Smart Growth Committee

1. Motion to approve letter of support to Safe Harbor of Chester County for their proposed building project

*Issue: Provide requested letter of support for grant funding opportunities*

*Committee Recommendation 3-0*

2. Motion to approve HARB Certificates of Appropriateness (attachment)

*Issue: Consider a Motion to approve the May HARB Certificate of Appropriateness*

- a. 2025-10-17 N. High St-Sign
- b. 2025-16 202 W. Gay St-Convert door to retail window
- c. 2025-17-235 E. Market St-Sign

*Committee Recommendation 3-0*

3. Motion to approve resolution final subdivision plans for minor lot line change 401 W Washington St., Elks Club (attachment)

*Committee Recommendation 3-0*

VIII. Other Business:

- A. Approve request from the BID to appoint Deborah Mack to fill a vacancy on the BID Board of Directors

*Committee Recommendation 3-0*

- B. Discuss appointing Pennoni as alternate zoning officer; and, to manage all Land Development/Subdivision applications

*Issue: Approve alternate zoning officer to manage Land Development/Subdivision applications*

- C. Discuss Solicitor attendance at the Zoning Hearing for 400 North Penn Street, Change of Use application (attachment)

*Item: Discuss need for Solicitor attendance at the June 23, 2025 Hearing*

- IX. Adjournment