

*This meeting is being audio recorded for public record*

Borough Council Meeting

**January 14, 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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**Borough Council Meeting:**

- I. Call to Order
- II. Pledge of Allegiance
- III. Announcements:
  - A. Announce the Public Hearing scheduled for January 15, 2025  
Transportation Advisory Committee Ordinance - Amendment
    - Amendments and Notices can be found on our website:  
<https://west-chester.com/790/Monthly-Borough-Government-Meetings>
  - B. Announce the vacancy on the West Chester Borough Planning Commission (Borough residency requirement); and, the Civil Service Commission, alternate position (Borough residency requirement)
  - C. Announce the newly formed Transportation Advisory Committee will meet the second Tuesday of each month
- 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:
  - A. Approve the Minutes of the December 17<sup>th</sup> and December 18<sup>th</sup>, 2024 Borough Council Meetings
- VII. New Business:

A. Borough of West Chester Boards/Commissions/Committees Interviews:

Board/Commission/Committee	Name
West Chester Library Board	Denise Polk – Resident Norman Crandel - Resident

B. Administration, Communication & Technology:

1) Motion to approve revising Borough Council Committee Meeting Meetings

*Issue:* Motion to schedule the Finance Committee Meeting to begin at 6:00 PM; schedule the Smart Growth Meeting to begin at 6:30 PM; and, schedule the May 2025 Borough Council meetings to May 21<sup>st</sup> and May 22<sup>nd</sup>.

Committee Recommendation 3-0

2) Approve the amendments to Rules and Procedures of Borough Council (attachment)

*Issue:* Remove the requirement for new items to be discussed twice in Committee prior to action; and, reinstate struck language regarding filling positions and vacancies

Committee Recommendation 3-0

3) Discuss the membership terms to the TAC members (attachment)

*Issue:* Appoint members to staggering two and three year terms in accordance with the recommendation from the Transportation Advisory Committee

Committee Recommendation 3-0

4) Motion to approve the interview process for the Borough Boards, Committees and Commissions

*Issue:* Discuss allowing the Borough Boards, Committees and Commissions to interview applicants for vacancies; and, make a recommendation to Borough Council for appointment

Committee Recommendation 3-0

5) Motion to Appoint Borough Engineers, Planning Consultant, Independent Auditor, and Solicitor/ legal counsel

*Issue:* Chapter 3-19 C and 3-28 of the Administrative Code governs the appointment of these positions.

Committee Recommendation 3-0

**Legal Services**

- a) Buckley Brion McGuire Morris (Borough Solicitor)
- b) Siana Law (Conflict Counsel for Land Development)
- c) Wetzal, Gagliardi, Fetter & Lavin (Zoning Hearing Board Counsel)

- d) Obermayer Rebmann Maxwell & Hippel LLP (Employment Law Counsel)
- e) Bellwoar Kelly (Conflict Counsel for Land Development)
- f) Maine Leinhauser (Civil Service Commission Counsel)

**Engineering Services**

- a) Pennoni (Borough Engineer)
- b) Remington and Vernick (Stormwater and Traffic Engineering)
- c) BCM/Atlas (Wastewater Treatment Engineering)

**Planning**

- a) Thomas Comitta Associates Inc

**Audit**

- a) Maillie LLP

Committee Recommendation 3-0

C. Public Works Committee:

- 1. Motion to approve Connection Management Plan and Corrective Action Plan for submittal to PADEP (attachments)

*Issue:* To comply with Title 25 PA Code Chapter 94.21(a)(3) concerning sewerage facilities overloads.

Committee Recommendation 3-0

- 2. Discuss recreation programming and administration. (attachments)

*Issue:* Review process of programming, park usage and vendors

Committee Recommendation to discuss the process 3-0

- 3. Motion to approve contract for purchase of recycle truck (attachment)

*Issue:* Approval for new recycle truck

Committee Recommendation 3-0

D. Smart Growth Committee:

- 1. Motion to direct the Solicitor to attend Zoning Hearing – 236 W. Barnard Street (attachment)

*Issue:* The applicant is appealing Zoning enforcement action regarding student home.

Committee Recommendation 3-0

- 2. Motion for no Solicitor attendance at the Zoning Hearing – 323 W. Biddle Street (attachment)

*Issue: The applicant requests variance relief for building within the rear yard setback.*

Committee Recommendation 3-0

3. Motion to approve HARB Certificates of Appropriateness (attachment)
  - a. 2024-52 - 144 W. Market St/Sign
  - b. 2024-53 – 236 W. Gay St/Window Replacement

*Issue: Review and approve December HARB Certificates of Appropriateness*

Committee Recommendation 3-0

4. Motion to approve contract with Building Inspection Underwriters of Pennsylvania and appoint Kyle Bendler, BCO, as Assistant Building Code Official and Assistant Zoning Officer. (attachment)

*Issue: Motion to approve agreement for an Assistant Building Code Official and Assistant Zoning Officer*

Committee Recommendation 3-0

5. Motion to direct Solicitor to amend Chapter 66, *Housing and Property Maintenance, 1000.2 Definitions, Residential Rental Dwelling Unit* (attachment)

*Issue: Discuss rental permit requirements relative to rental property occupancy*

Committee Recommendation 3-0

E. Finance & Revenue Committee:

1. Motion to approve purchasing requests (attachments):
  - a. Atlantic Heavy Duty for \$313,045.02
  - b. Civic Plus for \$12,420.00
  - c. Granicus for \$19,256.48
  - d. OpenGov for \$28,614.96
  - e. Usalco for \$12,540.00
  - f. Lewis Environmental for \$11,473.75

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

Committee Recommendation 3-0

VIII. Other Business:

IX. Adjournment