

*This meeting is being audio recorded for public record*

Borough Council Meeting

**MINUTES**

**December 17, 2024 @ 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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**Mr. Travis was not in attendance at the December 17, 2024 Borough Council meeting**

**Borough Council Meeting:**

I. Call to Order at 6:34 PM

II. Pledge of Allegiance by Mr. McGinnis

III. Announcements:

A. Announce purpose of the December 17<sup>th</sup> 2024 Executive Session

**Discussion:** Mr. McCoy announced the purpose of the December 17<sup>th</sup> Executive Session was to discuss personnel matters.

B. Announce the Public Hearings scheduled for December 18, 2024 @ 6:30 PM

1. Chapter 89, Sewers
2. Chapter 104, Vehicles and Traffic

**Discussion:** Mr. McCoy announced there will be two Public Hearings on December 18, 2024.

3. Announce the vacancy on the West Chester Borough Planning Commission

**Discussion:** Mr. McCoy announced there will be a vacancy on the Planning Commission effective December 31<sup>st</sup> and Borough Council will begin accepting applications for the vacancy.

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.*)

**Discussion:** There were no comments, suggestions, petitions by residents in attendance regarding items not on the agenda

V. Reports/Presentations:

There were no reports or presentations at this meeting.

VI. Old Business:

A. Approve the Minutes of the November 19 and November 20, 2024 Borough Council meetings

**Discussion:** Borough Council approved the Minutes of the November 19 and November 20, 2024 Borough Council meetings. There were no edits requested.

*This item is moved to the December 18, 2024 Borough Council Consent Agenda*

VII. New Business:

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

| Board/Commission/Committee                            | Name   |
|---|--|
| Civil Service Commission                              | Rich Eagles - Resident   |
| Committee to Reestablish Rail Service to West Chester | Barbara Clarke - Nonresident<br>Charlot Barker - Resident<br>Liz Young - Resident<br>Kimberly Bove - Resident                                    |
| Historic Architectural Review Board                   | *Rich Heiland - Resident<br>Marissa McCarthy - Resident<br>Laura McLaine - Resident  |
| West Chester Library Board                            | *Denise Polk - Resident<br>Shirley LeClerc - Nonresident<br>*Dick Pomerantz - Nonresident  |
| Recreation Commission                                 | Joshua Carter - Nonresident<br>*Rich Bullotta - Resident<br>Laura McLaine - Resident<br>Dan Meehan - Nonresident<br>Lawrence B. Cohen - Resident |
| Sustainability Advisory Commission                    | Laura McLaine - Resident<br>Lawrence B. Cohen - Resident   |
| Transportation Advisory Committee                     | Jim Wylie - Resident<br>John O'Brien - Nonresident<br>Patti Shields - Nonresident<br>Ray Ott - Resident  |

\*The following applicants were not present and were not interviewed at the meeting.

**Discussion:** Borough Council conducted the interviews and announced they will make appointments at the December 18, 2024 Borough Council meeting.

B. Administration, Communication & Technology:

1) Motion to approve amendments to the Transportation Advisory Committee Ordinance; and, schedule a Public Hearing on January 15, 2025 (attachment)

**Discussion:** An amendment is being made to include a liaison position between the Restoration Rail Committee and the Transportation Advisory Committee; and, include a majority of Borough resident membership. A Public Hearing is scheduled for January 15, 2025.

*This item is moved to the December 18, 2024 Borough Council Consent Agenda*

- 2) Discuss amendments to Rules and Procedures of Borough Council (attachment)

**Discussion:** *The Rules and Procedures* were reviewed at the ACT Committee meeting. The Committee advised this item should be discussed with full Council - C 5 "*Committee Agenda new items that are not administratively routine shall be discussed for at least two committee meetings prior to a recommendation to Council for action.*"

Ms. Scimone and Ms. Dorsey believe two meetings will slow down the process and should not be a requirement.

Ms. Vaccaro said this concern arose from the affordable housing issue that caused great concern for the community. Ms. Scimone replied there was misinformation about the housing issue.

Mr. McGinnis suggested at least one committee meeting. Mr. Flynn agreed with Mr. McGinnis.

**Borough Council tabled this item to the January ACT meeting for further review and discussion.**

- 3) Motion to approve Trident Public Risk Solutions as the provider for the Borough's Property and Casualty; Amtrust Insurance for Workers Compensation Insurance; and, State Workers Insurance for Volunteer Firefighter Workers Compensation

**Discussion:** Borough Council recommended approving all options for 2025 insurance rates and providers.

*This item is moved to the December 18, 2024 Borough Council Consent Agenda*

- 4) Discuss 2025 Meetings schedule (attachment)

**Discussion:** Mr. McGinnis suggested Smart Growth and Parking Committee meetings should meet back-to-back on the same evening; and, Public Works and Finance Committee meetings should meet back-to-back on the same evening since the committees have a tendency to overlap on certain projects and agenda items. Ms. Scimone said she commutes often, and the changes will make her attendance difficult. Mr. Metrick suggested keeping the schedule as is for now and having further discussion at the January meetings. Ms. DiDomenico said she will make the correction to the draft 2025 meeting schedule to reflect the 2024 meeting schedule dates and times and advertise the 2025 meetings notice using the 2024 dates and times.

*This item was moved to the December 18, 2025 Consent agenda to reflect the 2024 meeting schedule dates and times.*

C. Parking Committee:

- 1) Motion to approve Hotel Indigo Parking Plan for Chestnut Street Garage (attachment)

**Discussion:** Borough Council agreed to the parking plan, 25 signs to be placed on the second floor of the Chestnut Street Garage, along with wayfinding signage, at a rate of \$125 per month per space. They are also confirming use of 30 unsigned spaces at a rate of \$60 per day.” This plan will be reviewed in six months, and amendments can be made if needed.

*This item is moved to the December 18, 2024 Borough Council Consent Agenda*

D. Public Works Committee:

- 1) Motion to approve the Resolution for Pennsylvania 811 Safe Digging Month (attachment)

**Discussion:** This Resolution will support the 2025 Safe Digging initiatives, and designating April as Safe Digging Month. Ms. Vaccaro said she supports the Resolution and reminded residents to dial 811.

*This item is moved to the December 18, 2024 Borough Council Consent Agenda*

- 2) Approve a new rate of \$30 fee for processing sidewalk permits and perform inspections.

**Discussion:** There is currently no fee for processing sidewalk permits and performing inspections. The fee will subsidize the cost of processing permits for sidewalk repairs and installation, inspections, and cover the cost of inspections and administrative costs to process the permit.

*This item is moved to the December 18, 2024 Borough Council Consent Agenda*

- 3) Motion to approve a one-year extension of the East Bradford/AQUA sewer agreement. (attachment)

**Discussion:** Mr. Mitchell said he is looking at flows to make sure residents are being charged accurately and fairly. He is considering options at this time and requested an extension before entering into a longer-term contract with the parties.

*This item is moved to the December 18, 2024 Borough Council Consent Agenda*

E. Public Safety and Quality of Life Committee

- 1) Motion to approve 5-year Master Service Agreement with Axon Engineering

**Discussion:** The agreement is for the purchase of police body worn cameras and mobile video recorders. A significant amount of the cost will be covered under a grant. Mr. Metrick said, for the record, this item was discussed under “other business” so there was no official recommendation from the Committee. However, the Finance Committee did make a recommendation to approve the purchase and enter into the agreement.

*This item is moved to the December 18, 2024 Borough Council Consent Agenda*

## F. Smart Growth

- 1) Motion to approve HARB applications (attachment)
  - a) 2024-44- 122-126 W. Market St/Roof replacement
  - b) 2024-45- 10 W. Market St/External sign lighting
  - c) 2024-46- 27-29 S. Darlington St/Porch replacement
  - d) 2024-47 - 18-22 N. High St/Window and Roof replacement
  - e) 2024-48 – 22 W. Miner St/ Patio renovation
  - f) 2024-49 – 113 W. Market St/ Sign

**Discussion:** Regarding d) 2024-47 - 18-22 N. High St/Window and Roof replacement, Mr. Flynn advised there will be logistical issues when the work begins. He is concerned about safety, the use of the sidewalk, and the street will have to be closed. Mr. Metrick said the plan reviewer will review and advise on safety concerns during the building permit review process.

Borough Council approved all Certificates of Appropriateness.

*This item is moved to the December 18, 2024 Borough Council Consent Agenda*

## G. Finance & Revenue Committee:

- 1) Motion to sponsor CRC Watersheds Association 2025 Cleanup (attachment)

**Discussion:** Ms. Scimone advised she supports this event, volunteered for this event, and made a personal donation. However, the Borough should not be in the position to sponsor events. The Borough Public Works Department collects the trash generated from this event, and are paid overtime; and, that is our donation.

Mr. McGinnis asked what we pay our employees in overtime. Ms. Lioni replied \$535.60 for three employees, for 12 hours. Mr. McGinnis said we have been a sponsor before, and benefit from the stream cleanup.

Mr. Flynn said the Borough is not in the financial position to sponsor outside events, and we are contributing in labor and trash disposal.

Ms. Lioni said the last financial sponsorship was in 2020, and since that time, Council approved sending our employees to assist with trash removal.

Ms. Dorsey advised the Borough only sends a check to BID and the West Chester Preservation Awards.

Mr. McCoy said he supports sending staff to assist with trash services. He agrees it does have an indirect benefit; however, he does not want to set a precedent.

Ms. Vaccaro agrees. The Borough should use their position to support this cause by providing assistance with cleanup.

**This item will be further discussed at the December 18, 2024 Borough Council meeting.**

- 2) Motion to approve resolution for Real Estate tax rate 2025 (attachment)

**Discussion:** The Resolution will memorialize the 2025 tax rates.

*This item is moved to the December 18, 2024 Borough Council Consent Agenda*

- 3) Motion to approve 2025 Fee Schedule (attachment)

**Discussion:** Ms. Lioni reviewed the fee changes, which include police services, sidewalk repair/inspection fees, short term rental fee, and a return payment fee. McGinnis questioned fees for rental inspections and third party. Mr. Metrick said staff will monitor these fees and will require several months to analyze and review the data. He advised this item will be placed on the Finance agenda in February or March.

*This item is moved to the December 18, 2024 Borough Council Consent Agenda*

- 4) Motion to approve purchasing requests (attachments):

- a. Wilson of Wallingford for \$49,687.20
- b. Universal Rackets for \$11,088.00
- c. Univar Solutions for \$13,155.25
- d. BSGI for \$14,980.00
- e. 10-8 Emergency for \$39,476.24 (upfitting for 2 new patrol vehicles for 2025)
- f. 10-8 Emergency for \$24,024.05 (K9 unit upfitting for 2025)
- g. Johnson, Mirmiran, & Thompson for \$64,000.00

**Discussion:** Borough Council discussed 4b. “Universal Rackets,” as follows:

Ms. Scimone asked when this contract was issued, who determined the costs of the classes, did the Borough recruit for this class, and why are they so expensive. The Mayor and Mr. McGinnis questioned whether this contract should have been presented at the Public Works Committee.

The Mayor asked why the invoice is so late being paid.

Ms. Dorsey said it appears there are procedural problems.

Ms. Vaccaro said the invoice needs to be paid, but we need to discuss the process.

Borough Council agreed to approve the purchase order, but they would like a full accounting of this matter at the next Public Works Committee meeting.

*This item is moved to the December 18, 2024 Borough Council Consent Agenda*

- 5) Motion to approve purchasing request for USALCO for \$12,540.00 (attachment)

**Discussion:** Borough Council agreed to approve the purchase order for phosphorus removal.

*This item is moved to the December 18, 2024 Borough Council Consent Agenda*

6) Motion to approve purchasing request for Axon Enterprises

**Discussion:** Borough Council agreed to approve the purchase order for police body worn cameras and mobile video recorders

*This item is moved to the December 18, 2024 Borough Council Consent Agenda*

VIII. Other Business: N/A

IX. Adjournment at 8:06 PM

Respectfully submitted

Dana

Dana C. DiDomenico