



Borough Council Meeting Work Session  
October 14, 2025 @ 6:30 PM

MINUTES

Patrick McCoy, President	Member, 1st Ward	Term Expires: 12/31/25
Nicole Scimone, Vice President	Member, 4th Ward	Term Expires: 12/31/27
Bryan Travis	Member, 2nd Ward	Term Expires: 12/31/27
Brian McGinnis	Member, 3rd Ward	Term Expires: 12/31/25
Sheila Vaccaro	Member, 5th Ward	Term Expires: 12/31/25
Bernie Flynn	Member, 6th Ward	Term Expires: 12/31/27
Lisa Dorsey	Member, 7th 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 at 630 PM
- II. Pledge of Allegiance was led by Mr. Travis
- III. Announcements
  - A. Public Hearings - 10/15/2025 @ 630 PM:
    - i. Public Hearing for comments on Comcast's past performance under its current franchise agreement
    - ii. Public Hearing to amend certain regulations in Subsection 3-38.T  
- Community Campus Committee
    - iii. Public Hearing to enact an Ordinance reauthorizing the West Chester Business Improvement District five year final plan

**Discussion:** Mr. McCoy made the announcements.

IV. Comments

Comments, suggestions, petitions by residents, taxpayers and visitors in attendance regarding items that are not on the agenda. Please be advised there is a 5-minute time limit which is at the discretion of the Council President and/or Chair.

## V. Reports/Presentations

### A. Discuss West Chester Borough Public Library facility maintenance and repairs

**Discussion:** Deborah Enea, Board President, approached Borough Council and thanked them for the continued partnership between the Library and the West Chester Borough. She provided the history of Library, as well as the history of the renovations, debt financing and maintenance that has been crucial in enabling the Library to serve the community. There are urgent needs for the preservation of the building, which is a risk to safety and the historic materials housed at the Library. The Library is asking for continued support to address these challenges. Support is essential.

Kelly Dungee, Library Board – Chair of the Building Committee for the Library, advised water intrusion is the major issue, and provided costs on the other repairs that need to be addressed. She asked for financial support for an engineering/architectural survey of the building.

Ms. Scimone asked for their funding plan and capital campaign activity.

Ms. Enea compared the Library to the Knauer Theatre. The Library cannot charge for programs, and their Board and revenues are small. The Library staff is three full-time employees who are not experienced in development projects. They have a 150 Capital Campaign, and they are trying to raise funds. They are bound by State Library laws, tax laws, and non-profit guidelines. It is difficult for a Library to fundraise and apply for grants, as they must have money on hand and in the bank to apply for a Keystone grant.

Shannon McDonald, Vice President of the Board, and Chair of the biggest fund raiser of the year, Holiday Home Tour, which raises \$50 – \$80K each year, She reviewed the fund raising, capital campaigns, and grant applications that they have submitted. The grants are intended to assist with the facilities. The plan is for the Keystone Grant to replace the roof. The grant is in process.

Ms. Dorsey asked why the fund raising is only 40%. Ms. McDonald said the major fundraising will be reflected in the fourth quarter. Ms. Dorsey asked if there were grants received in 2024 and 2025. Ms. McDonald said they received a grant for the replacement of the windows.

Mr. McCoy asked where the building maintenance expense line items are located in the budget for the last few years. Ms. McDonald said they rely on in-kind services and get support from the Borough for general maintenance. For more specialized needs, they are looking for grants or other resources. Ms. McDonald said the architectural study will advise what they do not know, and what they need to know, to continue to maintain the building.

Mr. McGinnis asked if the other municipalities are providing financial support. Ms. McDonald replied, yes. She did remind Borough Council that they approve the members on the Board of Directors, with a majority of members residing in the Borough. The Borough receives the benefit of the investment in the Library.

Ms. Vaccaro asked if the University is providing support. Ms. McDonald said they do not provide financial support, but they do support in other ways. Ms. Vaccaro said WCU has students who use the Library and WCU should offer financial support.

Mr. Travis asked what is the exact “ask.” Ms. McDonald said they need the short-term patio fixed, the gutters need repair, and the interior of the building rehabilitated. They would also like financial assistance with the survey, and to consider needs in the future budgets.

Mr. McCoy said he and Ms. Dungee did a tour yesterday. The longer the repairs are put off the more damage will accumulate. The survey should be completed as soon as possible.

Ms. Flynn asked if the building has been appraised and is interested in seeing what the Library is worth. He suggested a conversation that would see the Library own the land and building, as he believes it will be beneficial for securing loans and fundraising if they owned the entire land and building. Mr. Lance Nelson said the Library is deed restricted to be a Library. The Library must spend 12% of their budget on Library materials. For every dollar they spend on a mortgage, they must spend 12% on materials pursuant to the Library code. Mr. Flynn believes there is value for the property. Mr. Nelson said the goal is to retire the mortgage as soon as possible to eliminate the extra 12%. No other Library in Chester County has debt.

Mr. Flynn said the Borough provides \$110,000 per year to the Library through taxes. If the Borough increases the millage to assist with maintenance, and the Library owns the land and the building, they should be able to secure a loan to pay for the repairs. Mr. Nelson believes the land does not need to be transferred to accomplish this, and Fulton Bank may provide a loan but at a higher interest rate. Mr. Flynn suggested volunteers assist with the interior maintenance. Mr. Flynn also suggested a reverse mortgage. He said the Borough cannot financially support the Library to the extent they are asking.

Ms. Vaccaro asked if we could provide a loan similar to the loan to Uptown. Ms. McDonald said taking on more debt is not something they want to do since they are required to spend 12% on materials on every dollar they spend, regardless of what the expense is.

Mr. McCoy asked if the Borough pays for the expenses directly will that deflect the 12%. Mr. Nelson said to refer to the Borough solicitor.

Mr. Metrick said there will be further issues when he discusses the preliminary budget.

B. Presentation of West Chester Historic Resources Atlas to West Chester Borough Council: *David K. Blackburn, Chester County Historic Preservation*

**Discussion:** Mr. Thomas Walsh introduced Mr. Blackburn and Colin Murtoff, GIS planner. The Borough received a \$25K grant to do the project, which was completed by Jane Dorchester. The database contains approximately 4,000 historic properties. The atlas is for planning purposes only and is not a legal document. Ms. Vaccaro said she appreciates the atlas and asked if the information includes student housing and rental maps. Mr. Blackburn said it does not.

Mr. Travis asked what the primary use is. Mr. Blackburn said it is a tool for HARB’s, assists property owners, and can be used as a planning to tool.

Mr. Flook said the database will assist with historic tours and future on-going land development planning.

Mr. McCoy thanked the County of Chester for the very useful gift.

## VI. Old Business

### A. Motion to approve the September 16th and 17th 2025 Borough Council Meeting Minutes

Borough Council approve the minutes and no edits were requested.

#### ***Moved to Consent***

### B. Motion to approve the 2026 Preliminary Budget

**Discussion:** Mr. Metrick advised Borough Council they are required to make a motion to schedule a public hearing to approve the Preliminary budget. He advised there is money in the budget for the Library patio roof space, \$110,000 from millage and \$15,000 for maintenance. The budget is not complete and there is still work to do.

He advised only two-thirds of Borough properties are taxable, with taxable assessment at \$784,131,639.00. The majority of the funding goes to the Police Department for public safety. Parking generates \$2.2M to the general fund. Rental permit fees will be reviewed and adjusted. Taxes were raised in 2021, 2022, 2024. The budget does not contain the request from Good Fellowship. To pay for the increased costs of EMS services he is suggesting a 2.1% tax increase. Staff are working to eliminate a tax increase for the remaining budget issues and will continue to work on the budget.

Chaz Brogan, Executive Director - Good Fellowship, acknowledged his staff, and reviewed the 2026 budget, the funding formula they use, and the 2026 capital needs. He advised they are seeking a service agreement, 2026 through 2028; and, a total funding amount of \$298,214 for 2026. He reviewed the formula to determine costs per municipality. The Borough has a high population and the largest consumer of services.

Mr. McGinnis said he supports an EMS tax. Other municipalities have instituted a tax for public safety. Public safety is paramount, and he believes we should pull other items from the budget to balance and to not raise taxes.

Mr. Flynn said he fully supports GFAC, and he and other Council members spent all week trying to determine how to fund GFAC. He suggested a small committee approach the nonprofits who use the GFAC services and request financial contribution. His proposal is to charge \$75.00 each/5000 parcels flat tax to fund the EMS.

Anne Carroll, resident, asked if there is any consideration that the Borough is in proximity to the ambulance club and a major hospital, whereas with the other municipalities there is travel time. Mr. Brogan said having a hospital close does keep costs low. For an efficiency standpoint, they use a *unit hour utilization* formula and have one of the lowest UHUs in the County. The average call is only 45 minutes. Ms. Carroll asked if there is any effort to contact WCU Foundation to offset our costs and contact the other nonprofits. Ms. Scimone

said she will have a conversation with WCU. Ms. Carroll said she would like to know the outcome of the conversation. Council needs to ask WCU to contribute.

Mr. Metrick said there will be further discussion at the voting session meeting.

***Moved to Discussion***

VII. New Business

A. Administration, Communication & Technology

1) Discuss special event procedures for discounted fees (attachment)

*Issue: Continue discussion on definition and process of public events*

***Committee Recommendation for further discussion and review of criteria 2-0***

**Discussion:** Mr. Travis advised the Committee would like a conclusive list of criteria for the events the Borough will support. The criteria to consider is: The event is a non-Borough event; and, generates the need for a charge for parking, per the special event parking policy, due to street closures in Town Center. As of now, the Chili Cook Off may be the only event that is applicable, though there is room for other events in the future.

Ms. Scimone asked if the races would be considered a special event. Ms. Vaccaro said no.

Ms. Dorsey clarified: A non-Borough event, occurs downtown, requires the downtown to be shut down, use of garage and surface lots, and charging a parking fee. Mr. Travis said that is correct. Ms. Dorsey said we need to define what the Christmas Parade is getting versus other entities. Mr. McGinnis said the Christmas Parade is their own unique event. Ms. Dorsey said we need a policy for consistency which is clear and concise.

Ms. Vaccaro said 10,000 people in attendance, or more, is what makes the Christmas parade unique. Other events can be amazing if we support and encourage them. We should have a headcount to require support. We need a policy to define what qualifies as a special event.

Mayor DeBaptiste believes we should keep the entire parking fee.

Mr. McCoy believes we should move this item to the ACT Committee for further consideration.

**\*please note, this item was moved to the Discussion agenda.**

2) Motion to approve a Resolution for participation in Pennsylvania Audubon Society Bird Town Program (attachment)

*Issue: Review and consider Resolution to commit to ecological initiatives and be recognized as a Bird Town Pennsylvania community*

**Discussion:** Mr. Travis said the ACT Committee was approached with the request for a Resolution. Ms. Connie McEvoy advised the Borough meets the criteria to become a

“Bird Town.” The application requirements will be to form a three-member Bird Town Committee, pass a Municipal Resolution, and pay a one-time fee of \$100.

Dr. Jenny Uehling, professor at WCU, advised she will be on the committee. Her lab focuses on birds, and they focus on bird behavior. They are looking forward to implementing bird walks in our parks. After the Resolution is approved, an application will be submitted for certification. There is a lot of enthusiasm for this program.

Ms. Scimone said the West Chester Community Campus may be a useful resource and she will discuss at their next meeting.

### ***Moved to Consent***

#### **B. Parking Committee**

- 1) Motion to amend the Parking Policy for special event/s parking in Borough parking garages to include a 50% split of parking fees with the applicant (attachment)

*Issue: Consider reinstating previously approved revenue sharing with event holders.*

**Discussion:** Ms. Vaccaro said she is asking for Council approval to return to the prior policy to assist and support the events, and particularly the Chili Cook-Off this year.

Mr. McCoy favors the split.

Mayor DeBaptiste said the money generated should be used to offset expenses for the Borough. Event planners should raise funds and use corporate sponsors. It is not the job of the Borough to fund these events. The Borough provides events for the community. The Christmas parade is unique, and the Borough would not be able to plan and execute such an event. If supporting the Christmas Parade is going to cause this much acrimony, we may want to consider not supporting them. We just had a conversation regarding our budget and how we are going to fund GFAC. We need the income.

Ms. Vaccaro reiterated this is not a new policy, she is asking to use parking funds to provide assistance to these events, just as we have done in the past. She would like to help the Chili Cook-Off, as we have done in the past. The Chili Cook-Off is expecting the assistance.

Ms. Dorsey said it is important to define what we are funding, how and why. We cannot pick and choose.

Mr. Travis said this is revenue we would not receive, and the Chili Cook-Off is paying for Borough services. He will provide a document for Council to review tomorrow evening.

Ms. Scimone suggested a retro clause in the policy for the Chili Cook-Off.

Ms. Reiner said she does not want Council to rate events and/or decide what event gets funding.

Mr. McGinnis said last year the rates were lowered slightly, and no event is getting a big rate reduction. We have debated this too long.

Mr. McCoy said we need to have this finalized, and we will discuss both items at the voting session. This item earlier tabled to ACT, is going to discussion tomorrow evening.

***Moved to Discussion***

- 2) Motion to approve contract with Butts Ticket Systems/ParkMobile for on-street parking and lot payment services. (attachment)

*Issue: Provide alternative app for payment and redundancy and future planning on the streets and in the lots of the Borough.*

**Discussion:** Borough Council approved the contract.

***Moved to Consent***

- 3) Motion to approve contract with Butts Ticket Systems/ParkMobile for garage reservation and parking services. (attachment)

*Issue: Provide alternative app for payment and redundancy and future planning for reservations and mobile payment in Borough-owned garages.*

**Discussion:** Borough Council approved the contract.

***Moved to Consent***

- 4) Motion to approve lease for West Chester United Methodist Church at High Street Lot (attachment)

*Issue: Extend hours to 9:00 PM Monday through Thursday, and include a two-year renewal with a 90 day termination clause.*

**Discussion:** Ms. Reiner said the Church agreed to the parking committee's recommendation. There will be no additional parking spaces provided.

***Moved to Consent***

- 5) Motion to approve trash/recycling contract with Blosenski for trash/recycling services for retail spaces at Bicentennial Garage. (attachment)

*Issue: Trash and recycling contract needed for three retail spaces at Bicentennial Garage. This money is to be billed back to the tenants, per the leases.*

**Discussion:** Council approved the contract.

***Moved to Consent***

- C. Public Works Committee

**No Items for discussion or action**

- D. Finance & Revenue Committee

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

1. All Event Party Rentals for \$12,185.45

2. Butts Tickets for \$40,000.00
3. USALCO for \$15,280.00
4. Cody for \$18,536.57
5. Horgan Tree Experts for \$10,720

*Issue: Approve monthly purchase orders over \$10,000*

**Discussion:** Borough Council approved all purchase orders.

***Moved to Consent***

E. Public Safety

- 1) Motion to revise Chapter 80 pertaining to background checks for solicitation permits - 80-3; and prior approval for fixed locations - 80-10 (attachment)  
*Issue: Discuss background check process and procedures; and approval of items in a fixed location*

**Discussion:** The Police Department is no longer able to provide background checks and prior approval for fixed locations in 80-10 should require approval from the Borough before any items are placed in the right-away.

***Moved to Consent***

- 2) Motion to approve the Special Events Application for the Veterans Day Parade (attachment)  
*Issue: Review and consider Special Events Application*

**Discussion:** Borough Council approved the parade.

***Moved to Consent***

F. Smart Growth

- 1) Motion to approve Resolution for Final Land Development 210-214 W, Washington St, Axel Properties (attachment)  
*Issue: Approval of new eight townhouse community in the NC-2 Zoning District*

**Discussion:** Borough Council approved the Resolution and thanked the developer for their consideration and cooperation through the process.

***Moved to Consent***

- 2) Discuss amending Chapter 112-314 Planned University Campus District-Brian Nagle  
*Issue: Ordinance amendment as it relates to the College Arms student housing redevelopment*

**Discussion:** Zebulun Davenport, Vice President for University Advancement and External Affairs, advised Borough Council they will be scheduling a neighborhood meeting to request feedback. This project will bring students as close to campus as possible and ease the number of students in the neighborhoods. He reviewed the project and discussed the structural and financial challenges involved with renovation. He advised it is not financially feasible to renovate.

The project was reviewed. There will be three buildings, a Welcome Center and retail space with ninety-one parking spaces.

Brian Nagel reviewed the proposed draft amendment. His proposal is to add the development to the PUC overlay. The University will host a meeting on October 23 so the 4<sup>th</sup> ward and others can attend and provide feedback.

Ms. Camp advised Borough Council the project as presented is required to have a zoning amendment. Council does not have to approve the project, approve as is, or approve with amendments.

Mr. McCoy said the property is already used for campus housing. He has concerns with parking and pedestrian traffic.

Ms. Vaccaro said she is in favor of some of the proposal. The entrance from South High street is important. She is concerned with lack of support from the WCU.

Mr. Travis said he watched the Smart Growth meeting and supports the comments of the neighbors. He is concerned with the size, density, parking shortages, and the increased problems in the neighborhood. There will be additional foot traffic and 420 more people trying to cross into the campus. The use is nonconforming.

Mr. Nagle said there are 210 parking spaces proposed. There will be ninety-one on site, and additional parking in M Lot on the other side of Rosedale Avenue.

Mr. McGinnis said West Chester University continues to have a supply and demand issue, and it is not an issue the Borough or taxpayers should have to solve. This project is nonconforming. He suggested they build on South Campus or increase the height of their existing buildings.

Mr. Davenport said WCU does provide an economic impact, and he and Ms. Scimone will meet regarding financial assistance.

Ms. Camp reminded Borough Council that a zoning decision cannot be tied to financial assistance.

Ms. Scimone said the building has been used for student housing for years. There is room for feedback regarding parking, density, and other concerns. There have been positive responses.

Mr. Flynn is concerned about the traffic lights and the congestion.

Ms. Dorsey acknowledged the effort in engagements, partnerships, and desire to work with the Borough.

Anne Carroll said she is speaking for herself. She knew nothing about this project and the meeting they are having is short notice and they are only having it at the neighbor's insistence. Previous Borough Councils have done a lot of work over the years to keep the University constrained. College Arms is not part of the campus. This proposed Ordinance would take a section of NC-2 and give it to WCU. She asked Council how they would feel if their neighborhood was given to WCU. She asked Council to read and consider the Comprehensive Plan and the Master Plan. The University is buying up properties in the Borough and West Goshen. This will create a large impact on Ward 4, Rustin park, and parking. Ward 4 has the most affordable housing in the Borough. Do not let the University expand.

Shannon Mandeau asked Council to not allow the University to expand into the neighborhood and she is concerned about the use of Rustin Park with four hundred students living in proximity.

Darrell Cook asked who would live in the buildings. Mr. Nagle replied upper classmen.

Lisa Kearns said this is a neighborhood conservation district and compared the current streetscape to proposed. The proposal looks like a crowded downtown shopping district.

Aaron Flook said Council should be careful that another developer could come in and propose more density.

Mayor DeBaptiste said both the University and Borough are experiencing growing pains. Both need to coexist and work together.

***No Action was taken on this item.***

- 3) Consider directing the Solicitor to attend Zoning Hearing Board (attachment):

740 S. Matlack St-Zoning relief from required parking curbing in alley  
***Committee Recommendation 3-0 for no Solicitor attendance***

Motion to direct Solicitor to attend the Zoning Hearing  
124 E. Chestnut St-Zoning relief from side yard setback  
***Committee Recommendation 3-0 for Solicitor attendance***

*Issue: Review ZHB Appeals and determine solicitor attendance*

Ms. Camp advised the applicant for 124 E Chestnut Street withdrew their application.

***Moved to Consent for no solicitor attendance***

- 4) Motion to approve HARB applications (attachment)  
2025-29: 225 E. Market St-Sign  
2025-30: 220 W. Gay St-Revised Sign  
2025-31: 16 S. Church St-Sign  
*Issue: Review HARB applications and approve Certificates of Appropriateness*

**Discussion:** All HARB Certificates of Appropriateness were approved

***Moved to Consent***

- 5) Motion to schedule a Public Hearing on November 19, 2025 to amend Chapter 112 – 309.B Revise dimensional requirements in the TC Zoning District (attachment)  
*Issue: Reformatting existing dimensional information*

**Discussion:** Borough Council approved the Public Hearing

***Moved to Consent***

- 6) Motion to schedule a Public Hearing on November 19, 2025 to amend Zoning Code to add Unified Residential Development Use Zoning; and, amend relative definitions, (attachment)  
*Issue: Permission for Zoning Amendment to be sent to Chester County Planning Commission to add definitions for “Alley” and “Unified Residential Development”*

**Discussion:** Borough Council approved the Public Hearing

***Moved to Consent***

## VIII. Other Business

**Discussion:** Mr. Metrick advised a settlement agreement must be added to the Voting Session Agenda. He also advised DEP approved the connection management plan.

Darrell Cook asked if the University meeting regarding College Arms will be on the Borough website. Mr. McCoy said we can advertise on our website.

## IX. Adjournment at 10:16 PM

Respectfully submitted,  
Dana C. DiDomenico  
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