

Agenda
Borough Council Worksession
February 20, 2018 @ 7:00 PM
Spellman Council Chambers
829 Paoli Pike
West Chester, PA 19380

Borough Council Members:

Diane C. LeBold, President	President, 2 nd Ward	Term Expires: 2020
Michael Galey, Esquire	Vice President, 3 rd Ward	Term Expires: 2022
William J. Scott, Esquire	Member, 1 st Ward	Term Expires: 2022
Michael Stefano	Member, 4 th Ward	Term Expires: 2020
Donald Braceland	Member, 5 th Ward	Term Expires: 2022
Bernie Flynn	Member, 6 th Ward	Term Expires: 2022
Denise Polk, Ph.D.	Member, 7 th Ward	Term Expires: 2022

Mayor: Dianne Herrin

Borough Manager: Michael A. Perrone, C.B.O.

Attachment Information:

Click on the [Attachments Folder](#) and select the proper Committee folder to access this month's attachments.

1. Call to Order
2. Comments, suggestions, petitions by residents in attendance regarding items not on the agenda
3. Presentation by Samuel Stretton, Esquire:
How the West Chester Borough ward system was created
4. Presentation by: Angela Scully, Executive Director – Uptown! Entertainment Alliance
Update of first year of theatre, progress and future planning operation
5. Consider adoption of Ordinance 01-2018, establishing the tax rate for the calendar year 2018 (**attachment**)

PUBLIC WORKS

6. Approve installation of two cobra head street lights at Greenview Alley. (**issue briefing**)
Recommend Approval 2-0
7. Consider appointment of Karen Slossburg to the Shade Tree Commission. (**attachment**)
Recommend Approval 2-0
8. a) Approve Gilmore Associates Inc., contract/agreement proposal to provide engineering services for the repairs of Court House Alley. (**issue briefing and attachment**)
Recommend Approval 2-0

- b) Approve Cost-sharing Agreement between the Borough of West Chester and Chester County for the repair of Court House Alley. (**issue briefing and attachment**)
Recommend Approval 2-0
9. Award the Roof Replacement contract to Winchester Roofing Corp at a contract sum of \$236,000.00 to replace roofs of seven (7) buildings at Goose Creek Pumping Station. (**attachment**)
Recommend Approval 2-0
10. Award Soda Ash contract to CDI at \$392.18/per ton. (**attachment**)
Recommend Approval 2-0
11. Approve Snyder Avenue Lease Agreement with Weaver Mulch LLC. (**issue briefing and attachment**)
Requires insurance certificate
Recommend Approval 2-0
12. Approve Greenfield Park Turf and Sports Shoes policy for 2018. (**Issue briefing and attachment**)
Recommend Approval 2-0
13. Approve installation of Little Free Library at Marshall Square Park. (**Issue briefing and attachment**)
Recommend Approval 2-0
14. Approve two potential Capital Improvement grant opportunities being explored by Pennoni Engineers on behalf of the Borough (**attachment**)
Borough Manager outlined scope of work and urgent request for mandatory requirements of grant because of the time sensitivity of submittal.
a) Approve request for authorizing Pennoni Engineers to explore Capital Improvement grant opportunities for sewer relining project.
b) Approve request for signing of two attached grant commitment letters.
c) Approve request for the execution of attached Resolution for grant application.
Recommend Approval 2-0 of both (a) and (b)

ADMINISTRATION, COMMUNICATION, TECHNOLOGY (ACT)

15. Consider Fredda L. Maddox for position of West Chester Library Board of Trustee (**attachments**)
Recommend Approval 2-0
16. Presentation by the Chester County Health Department - West Chester Walking Route to Support Health. (**attachments**)
Recommend Approval 2-0, with additional discussion regarding the 5 points of interest
17. Discuss adopting Resolution 01-2018: Regulating interstate and intrastate oil and gas pipelines (**attachment**)
Recommend Approval 2-0
18. Discuss adopting Resolution 02-2018: Filing of an Application for Redevelopment Assistance Capital (**attachment**)
Recommend Approval 2-0

19. Discuss the Tower and Ground Space Lease between West Chester Borough and the County of Chester (**attachment**)
Recommend Approval 2-0
20. Consider and Approve the Light Post Banner Project – Public Arts Committee (**attachment**)
Recommend Approval 2-0 (\$610 cost & Public Works to install the 18 banners)

PARKING

21. Discuss vacating the 700 block of S. Church Street (**attachment/issue briefing**)
Further discussion was requested at the worksession
22. Consider Comprehensive Parking Guide’s recommendation to eliminate the Student C permit around the perimeter of the University and install meters.
(**attachment/issue briefing**)
Recommend Approval 2-0
23. Discuss recommendations for a Preventative Maintenance (PM) plan for the (3) University garages (**attachment/issue briefing**)
Recommend Approval 2-0 to bid the condition appraisal and PM work.
24. Consider hiring an expert in the field to review and implement the Comprehensive Parking Guide’s recommendation to update and improve wayfinding signage in the Borough (**attachment/issue briefing**)
Recommend Approval 2-0
25. Consider replacing the current short term kiosk at the Chestnut St. Garage with two (2) new and more user friendly units at a cost of approximately 12-18K of our budgeted funds reserved for implementation of the Comprehensive Parking Guide (**attachment/issue briefing**)
Recommend Approval 2-0

PUBLIC SAFETY COMMITTEE

26. Consider Civil Service Commission:
End of Year 2016 and 2017 Report (**attachment**)
Recommend Approval 3-0
27. Consider Resolution – Transfer of Liquor License R-17237 (**attachment**)
Recommend Approval 3-0 to schedule hearing of inter-municipal transfer of liquor license

FINANCE

28. Authorize Professional Consultant to Conduct Comprehensive Appraisal of Waste Water Plants (**Attachment**)
Recommend Approval 3-0 to enter a contract with Financial S&Lutions for professional services to provide a financial assessment of the Borough sewer system

29. Amend Personnel Policy, Section 3.4. “Compensatory Time” (**Attachments**)
Recommend Approval 3-0

SMART GROWTH

30. Historic Commission Term Adjustments (**attachment**)
Recommend Approval 3-0 as long as term adjustments are in accordance with the ordinance. Update: Ordinance was checked by Kevin Gore and terms were adjusted to reflect the adopted ordinance.
31. Discuss Snow & Ice Removal Ordinance (**attachment**)
Mr. Scott made a motion for an immediate moratorium regarding the enforcement of the current Snow & Ice Removal Ordinance. Mr. Scott was advised that we would have to check with our legal counsel for the ability to suspend enforcement and hold a moratorium. Motion passed 2-1, with Mr. Galey opposing
Recommend Approval 3-0 that this item move forward to council for further discussion.
32. Discuss January 2018 HARB Applications:
- a. 2018-1: 1 South High St. – Cee Jay Frederick, Jr. / Cee Jay Frederick Associates
Replace side entry door at the northwest corner of the building and incorporate out building sign thereon. (**attachment**)
Cee Jay Frederick appealed to Smart Growth to change HARB’s recommendation.
Recommend Approval 3-0 to approve the change in HARB’s recommendation to install the glass door with the condition of keeping the fan above the door.
- b. 2018-2: 14 West Gay St. – Alysha Martinelli / La Chic Boutique
Install hanging sign on front façade utilizing ornamental bracket and install awning over front entryway door (**attachment**)
Recommend Approval 3-0
- c. 2017-61: 135 East Gay St. – Scott Zukin
Front first floor exterior façade remodel (**attachment**)
Recommend Approval 3-0
- d. 2017-62: 229 North High St. – Suzanne Amrich & William E.L. Howard V
Install & replace all windows, replace doors on side façade, restore deteriorating porch, replace front & side roofs and construct three story rear left building addition (**attachment**)
***Suzanne Amrich to make presentation to request a change in HARB’s recommendation regarding the wood replacement windows.**
Smart Growth recommends approval for the use of aluminum clad Pella Reserve window or an equivalent to be approved by HARB. Suggestion was made that a Pella representative make a presentation to HARB.
Recommend Approval 2-1 of aluminum clad Pella Reserve window as presented with Mr. Scott opposing

33. Zoning Hearing Board Application #947 – 712 N. Walnut Street (**attachment**)
Recommend Approval 3-0 to proceed with no opposition
34. Approval of Minutes (attachments)
 - a. Consider approval of December 12, 2017 Work Session
 - b. Consider approval of December 13, 2017 Council Meeting
 - c. Consider approval of January 2, 2018 Reorganization Meeting
 - d. Consider approval of January 2, 2018 Council Meeting
35. Approve entering into a Professional Services contract with Dilworth Paxson as the West Chester Borough labor attorneys *
36. Other Business
37. Adjourn

UPCOMING MEETINGS AND HEARINGS:

February

Tuesday	02/20/18	Planning Commission Work Session	6:30 pm	Spellman Room #2B
Tuesday	02/20/18	Council Work Session	7:00 pm	Spellman Chambers
Wednesday	02/21/18	Special Hearing – Amend 2 Zoning Ordinances	6:00 pm	Spellman Chambers
Wednesday	02/21/18	Council Voting Session	7:00 pm	Spellman Chambers
Thursday	02/22/18	HARB	7:00 pm	Spellman Room #2B
Tuesday	02/27/18	Planning Commission	6:30 pm	Spellman Room #2B

March

Tuesday	03/6/18	Human Relations Commission	7:00 pm	Spellman Room #2B
Wednesday	03/7/18	Parks & Recreation Commission	6:30 pm	Spellman Chambers
Wednesday	03/7/18	Shade Tree Commission	6:00 pm	Spellman Room #2B
Thursday	03/8/18	Sustainability Advisory Committee	6:30 pm	Spellman Room #2B
Monday	03/12/18	Zoning Hearing Board	5:30 pm	Spellman Chambers
Tuesday	03/13/18	Council Committee Meetings, starting at ...	5:30 pm	Spellman Chambers
Wednesday	03/14/18	Council Committee Meetings, starting at ...	5:30 pm	Spellman Chambers
Wednesday	03/14/18	Railroad Restoration Commission	7:00 pm	Spellman Room #2B
Thursday	03/15/18	Historic Commission	7:00 pm	Spellman Chambers
Monday	03/19/18	Library Board	7:00 pm	415 North Church St
Tuesday	03/20/18	Council Work Session	7:00 pm	Spellman Chambers
Tuesday	03/20/18	Planning Commission Work Session	6:30 pm	Spellman Room #2B
Wednesday	03/21/18	Council Voting Session	7:00 pm	Spellman Chambers
Monday	03/26/18	Public Arts Commission	7:00 pm	137 North High St
Tuesday	03/27/18	Planning Commission	6:30 pm	Spellman Room #2B
Thursday	03/29/18	HARB	7:00 pm	Spellman Room #2B

April

Wednesday	04/4/18	Parks & Recreation Commission	6:30 pm	Spellman Chambers
Wednesday	04/4/18	Shade Tree Commission	6:00 pm	Spellman Room #2B
Monday	04/9/18	Zoning Hearing Board – TBD	5:30 pm	Spellman Chambers
Tuesday	04/10/18	Council Committee Meetings, starting at ...	5:30 pm	Spellman Chambers
Wednesday	04/11/18	Council Committee Meetings, starting at ...	5:30 pm	Spellman Chambers
Wednesday	04/11/18	Railroad Restoration Commission	7:00 pm	Spellman Room #2B
Thursday	04/12/18	Sustainability Advisory Committee	6:30 pm	Spellman Room #2B