

**A G E N D A**

Borough Council Worksession Meeting

**November 15, 2022 @ 6:30 PM**

Michael Stefano, President	Member, 4 <sup>th</sup> Ward	Term Expires: 12/31/23
Lisa Dorsey, Vice President	Member, 7 <sup>th</sup> Ward	Term Expires: 12/31/25
Patrick McCoy	Member, 1 <sup>st</sup> Ward	Term Expires: 12/31/25
Nick Allen	Member, 2 <sup>nd</sup> Ward	Term Expires: 12/31/23
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: 12/31/23

**Mayor:** Lillian L. DeBaptiste

**Borough Manager:** Sean Metrick

---

**Borough Council Meeting:**

- 1) Call to Order
- 2) Pledge of Allegiance
- 3) Comments, suggestions, petitions by residents in attendance regarding items that are not on the agenda
- 4) Action Item:  
Mayor's nomination of promotions in the West Chester Borough Police Department:
  - Jason Malicki – Promote to Sergeant
  - Jason Francart – Promote to Corporal
  - Jerry Ferriola – Promote to Corporal

*Call for public comment prior to vote*

- 5) Presentation from the Committee to Reestablish Rail Service to West Chester
- 6) Reappointment of Boards/Commission/Committee Members with 2022 Term Expirations:

<b><i>Applicant</i></b>	<b><i>Board/Commission/Committee</i></b>	<b><i>Term Limit</i></b>
Troy Chapman	Civil Service Commission	6 Year
Carol Quigley	Historic Architectural Review Board (HARB)	3 Year
Tom Clark	Historic Architectural Review Board (HARB)	3 Year
Jason Birl	Planning Commission	4 Year
Thomas Dougherty	Planning Commission	4 Year
Dale Frens	Tree Commission	3 Year
Jeff Beitel	Tree Commission	3 Year
Scott Lavoritano	Tree Commission	3 Year
Matthew Chominski	Zoning Hearing Board	5 Year
Lance Nelson	West Chester Library Board	3 Year
Deborah Enea	West Chester Library Board	3 Year
Christina Faccioli	West Chester Library Board	3 Year

Amelia Rayburn	West Chester Library Board	3 Year
Ray Moran	Recreation Commission	3 Year
Joyce Neilan	Recreation Commission	3 Year
Kuhio Walters	Human Relations Commission	3 Year
John McGee	Rail Restoration Committee	3 Year
Jordan Norley	Rail Restoration Committee	3 Year
Craig Blizzard	Rail Restoration Committee	3 Year
Gillian Fitzpatrick	Sustainability Advisory Committee	2 Year
Megan Fork	Sustainability Advisory Committee	2 Year
Barbara Clarke	Sustainability Advisory Committee	2 Year
Tim Vaughan	Public Arts Commission	3 Year
Heather Conboy	Public Arts Commission	3 Year
Leigh Green	Public Arts Commission	3 Year
Kendra Beitzel	Public Arts Commission	3 Year
Everette Butcher	Historic Commission	3 Year
Christopher Lang	Historic Commission	3 Year
Catherine Quillman	Historic Commission	3 Year
Kordula Segler-Stahl	Historic Commission	3 Year
Jordon Norley	Community Campus Committee	3 Year

➤ **ACT Committee:**

- 7) Discuss 2023 Gay Street Timeline

*No Committee Recommendation*

➤ **Public Works Committee:**

- 8) Consider awarding the bid for the Taylor Run Waste Water HVAC Replacement Project  
(Attachment)

*No Committee Recommendation*

➤ **Parking Committee:**

- 9) Instruct Solicitor to prepare an Ordinance to establish a no parking zone on South Adams Street at East Niels Street

*Committee Recommendation 3-0*

- 10) Instruct Solicitor to prepare an Ordinance to install two additional handicap parking spaces at 508 East Miner Street (Attachment)

*No Committee Recommendation*

- 11) Instruct Solicitor to prepare an Ordinance to install a handicap parking space at 712 South Penn Street (Attachment)

*No Committee Recommendation*

- 12) Instruct Solicitor to prepare an Ordinance to remove a handicap parking space at 703 South Adams Street

*No Committee Recommendation*

➤ **Smart Growth Committee:**

- 13) Approve October 2022 HARB Certificates of Appropriateness (*Attachment*)

- a. **2022-32: 128 S. High St-Michael Alvarez & Aleff Zequi**  
**Proposed Work;** Wall sign  
**Recommendation:** *The Board recommends a Certificate of Appropriateness for Application 2022-32 as documented in the original application and the supplemental materials provided during the meeting that reflect the graphics for the hanging sign, which will be only ½" thick instead of the noted 6", and hang from a black metal bracket, mounted into the mortar joints.*
- b. **2022-33: 26 W. Market St-Kathleen Penney**  
**Proposed Work;** Wall sign  
**Recommendation:** *Approved with the following conditions: The Board recommends a Certificate of Appropriateness for Application 2022-32 as documented with the following conditions; 1) the sign proposed for the side façade will be redesigned to incorporate the floral border shown on the front façade, and company name. The Board noted that it would be even better to eliminate signage from the side façade all together – existing and proposed - so if the applicant chose to do so, no further review would be needed for that option.*
- c. **2022-34: 145 W. Gay St-Tso Wingfung**  
**Proposed Work;** Replacement door and windows  
**Recommendation:** *The Board recommends a Certificate of Appropriateness for Application 2022-34 as documented with the following conditions; 1) the new door will be a ¾ light door with a short bottom panel, of wood, and 2) the proposal to modify or replace the existing 9-light window has been removed from the application. The applicant may repair the window and add an interior storm panel if desired, but those efforts do not require HARB review.*

*Committee Recommendation 3-0*

➤ **Finance & Revenue Committee:**

- 14) Approve amendment to contract with Portnoff Law Associates, Ltd. for collection of delinquent real estate taxes and municipal claims (*Attachment*)

*Committee Recommendation 3-0*

- 15) Schedule a public hearing on December 21, 2022 to amend Chapter 15 of Borough Code–Municipal Liens and Claims (*Attachment*)

*Committee Recommendation 3-0*

- 16) Approve modifying the 2022 budget for \$404,521 transfer from the General Fund to the Liquid Fuels Fund to satisfy 2019-2020 audit finding (*Attachment*)

*Committee Recommendation 3-0*

- 17) Enter into a five-year agreement with Cartegraph Software for solution subscriptions and services; and, enter into a five-year agreement with Brightly Software, Inc. for permitting and property information systems using ARPA funds (*Attachment*)

*Committee Recommendation 3-0*

18) **Other Business:**

- a) Approve the October 18 & 19, 2022 Borough Council Meeting Minutes

***Adjournment***

---

*NOTE: Public Hearing to Adopt the Budget, 2023  
November 16, 2022 @ 6:30 PM*

---

**How to Engage in Public Comment During a  
Borough Council or Committee Meeting**

*Public Comment is heard at three different points during Borough Council meetings:*

- **BEFORE CONSIDERATION OF ITEMS ON THE AGENDA** - The public is permitted to make public comment on any matter not on the agenda. You will have three minutes to make your statement, unless the President or Chair has announced otherwise, so please come prepared.
- **BEFORE ACTION** on a motion or an agenda item. Public Comment at this stage is limited to the item under discussion. As above, please keep your comments to three minutes.
- **AFTER ACTION ON ALL AGENDA ITEMS HAVE BEEN ACTED.** Public Comment is open to any legitimate item of business that can be considered by Council or the Committee. Again, please keep your comments brief.

***How to make a comment:***

- The President or Chair will announce an opportunity for public comment, either on a specific issue or generally, depending on where we are in the agenda (see above).
- After you are recognized by the President or Chair, come to the microphone, and state your name and address for the record.
- You may then make your comment or ask your question. As noted above, you will have three minutes to make your statement, unless the President or Chair has announced otherwise.