

**A G E N D A**

Borough Council Worksession Meeting  
February 18, 2020 @ 7:00 PM  
401 East Gay Street  
West Chester, PA 19380

**Borough Council Members:**

Michael Galey, Esquire	President, 3 <sup>rd</sup> Ward	Term Expires: 12/31/21
Donald Braceland, Vice President	Vice President, 5 <sup>th</sup> Ward	Term Expires: 12/31/21
William J. Scott, Esquire	Member, 1 <sup>st</sup> Ward	Term Expires: 12/31/21
Nick Allen	Member, 2 <sup>nd</sup> Ward	Term Expires: 12/31/23
Michael Stefano	Member, 4 <sup>th</sup> Ward	Term Expires: 12/31/23
Bernie Flynn	Member, 6 <sup>th</sup> Ward	Term Expires: 12/31/23
Denise Polk, Ph.D.	Member, 7 <sup>th</sup> Ward	Term Expires: 12/31/21

**Mayor:** Dianne Herrin

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

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**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) Boards & Commissions Interviews:

West Chester Library Board – Term Expiration Date: 12/31/2021

*1 open position*

1. Laura DiFrancesco
2. Anja Reichelt-Herman
3. Shannon McDonald
4. Brian J. Forgue

Historical Commission – Term Expiration Date: 12/31/2022

*2 open positions*

1. Hanna McCarthy
2. Catherine Quillman
3. Kordula Segler-Stahl (to be interviewed 2/19/2020)

Sustainability Advisory Committee – Term Expiration Date: 12/31/21

*1 open position*

1. Ann Runyen

Zoning Hearing Board- Term Expiration Date: 12/31/21

*1 open position*

1. Victoria Zytkowicz
2. Kate Clark

- 5) Discuss the proposed Enterprise Vehicle Leasing Program (*attachment*)

*Committee Recommendation 3-0*

**ACT Committee:**

- 6) Approve the request from resident Steven Karaskiewicz to allow the *West Chester Development Racing Team* to display the Borough flag on their cycling jerseys (*attachment*)

*Committee Recommendation 3-0*

- 7) Approve the revised job description for the new Assistant Borough Manager (*attachment*)  
*Committee Recommendation 3-0*
  - 8) Approve the PECO Pole Attachment Agreement for the attachment of traffic signal fiber cable to PECO poles (*attachment*)  
*Committee Recommendation 3-0*
  - 9) Approve the revised Borough of West Chester Personnel Policy (*attachment*)  
*Committee Recommendation 3-0*
  - 10) Approve the request of the Chester County Chamber of Commerce to change the date of the 2020 Benchmark Twilight Bike Race to September 12, 2020 (*attachment*)  
*Committee Recommendation 3-0*
  - 11) Approve the Resolution to adopt the 2020 West Chester Borough Fee Schedule (*attachment*)  
*Committee Recommendation 3-0*
  - 12) Approve the Resolution to adopt the “Up on the Roof” West Chester Downtown Foundation event to be held on June 6, 2020 at the Chestnut Street Garage (*attachment*)  
*Committee Recommendation 3-0*
  - 13) Approve the appointment of Chester County Commissioner Josh Maxwell to the BID Board of Directors  
*Committee Recommendation 3-0*
  - 14) Approve the Resolution to submit a grant application to the County of Chester for the purpose of upgrading the playground equipment at Everhart Park (*attachment*)  
*Committee Recommendation 3-0*
- Public Works Committee:*
- 15) Approve forming a study group consisting of Councilpersons Braceland and Flynn, and Borough staff from the Sustainability, Finance, Public Works, and Wastewater Departments to review the sewer rate study prepared by Keystone Alliance, and make a final recommendation to Borough Council regarding the increase of sewer rates (*attachment*)  
*Committee Recommendation 3-0*
  - 16) Approve the request from the Wastewater Department to reject the Wastewater Soda Ash bids and to authorize rebidding the Wastewater Soda Ash Bid (*attachment*)  
*Committee Recommendation 3-0*
  - 17) Approve the Hough Associates Proposal for the Recycling Performance Grant (*attachment*)  
*Committee Recommendation 3-0*

18) Approve a one-year extension on the E-Waste Contract with ECovanta (*attachment*)

*Committee Recommendation 3-0*

19) Approve entering into a contract with All Season's Landscaping at a contract sum of \$38,800 to plant 200 trees throughout Spring and Fall, 2020 (*attachment*)

*Committee Recommendation 3-0*

20) Approve entering into a contract with Glasgow, Inc., to supply bituminous materials at a cost of \$45,958 (*attachment*)

*Committee Recommendation 3-0*

21) Approve entering into a contract with Allan Myers to supply crushed stone aggregate at a cost of \$27,795 (*attachment*)

*Committee Recommendation 3-0*

22) Approve the request from the Friends of Everhart Park to install a labyrinth playground and dog drinking fountain (*attachment*)

*Committee Recommendation 3-0*

23) Approve a \$1,000 donation to the CRC Watershed for the 23<sup>rd</sup> Annual CRC Goose Creek Stream Cleanup scheduled for April 4, 2020 (*attachment*)

*Committee Recommendation 3-0*

*Parking Committee:*

24) Authorize the Solicitor to prepare an ordinance to add one handicap space at 522 E. Miner Street (*attachment*)

*Committee Recommendation 3-0*

25) Authorize the Solicitor to remove the handicap parking space at 123 N. Bradford Street. *The physical location is on W. Chestnut and known by ordinance as "1 space immediately east of Bradford Avenue"* (*attachment*)

*Committee Recommendation 3-0*

26) Authorize the Solicitor to prepare an Ordinance to remove the handicap parking space known by ordinance as 426 West Chestnut Street (*attachment*)

*Committee Recommendation 3-0*

27) Authorize the Solicitor to prepare an Ordinance to add the address of 102 S. High Street to the residential area F permit (*attachment*)

*Committee made no recommendation*

*Public Safety, Events and Quality of Life:*

28) Approve executing and submitting an Application for Traffic Signal Approval (PennDOT Form TE-160) to the Pennsylvania Department of Transportation; and, approve the associated Resolution to amend the traffic signal at Strasburg Road and Bradford Avenue (*attachment*)

*Committee Recommendation 3-0*

- 29) Discuss directing Traffic Planning & Design, Inc., to forward multi-way stop studies at Miner/Darlington and Miner/New Streets, to the Pennsylvania Department of Transportation Studies Unit for review and approval

*Committee Made No Recommendation*

- 30) Approve the Civil Service Commission request to administer testing for patrol and officer positions

*Committee Recommendation 3-0*

Finance Committee:

- 31) Approve the purchase of PFM Synopsis Software for the Finance Department at a cost of \$12,500.00 (attachment)

*Committee Recommendation 3-0*

Smart Growth Committee:

- 32) Consider sending the Solicitor to the Zoning Hearing Board to represent the Borough on the matter of Zoning Appeal #971 (attachment)

- a. ZHB #971 – 402 North Penn Street – West Chester Area School District  
Applicant seeks a special exception as required under Section 112-25(c)(2) to permit the educational use pursuant to Section 112-119(c), more specifically, a life skills instructional space for 18 to 21-year old students. The Applicant also seeks such other additional relief as the Board may find to be appropriate.

*Committee made no recommendation*

- 33) Approve a Resolution to adopt the Small Wireless Facilities Design Guidelines; and, schedule a Public Hearing to adopt Chapter 92 to allow and regulate Small Wireless Facilities within the public rights-of-way in the Borough (attachment)

*Committee Recommendation 3-0*

- 34) Enter into a two-year Professional Services Agreement with Bureau Veritas of North America, Inc., to conduct Fire Inspections at commercial properties in the Borough (attachment)

*Committee Recommendation 3-0*

- 35) Approve the January 2020 HARB Applications a) thru e) (attachment)

- a. 2020-01: 17 East Market St – Greg Radford – Replacing doors and windows on the front and two side façades of the building; also alterations to door opening size and proposed new window openings in the building; also a wood screen to hide the dumpsters in the back.
- b. 2020-02: 7 North Church St – Kermith Brau / Greystone Oyster Bar – Temporary outdoor dining platform. Proposed bricks to match existing bricks.
- c. 2020-03: 6 East Gay St – Akain Rowland / Scoops and Smiles – Replacing a building mounted sign and a hanging sign on the front façade of the building (existing sign brackets); also replacing the fabric of the front façade awning (existing awning brackets).
- d. 2020-04: 124 West Market St - Michael Crowley / Your CBD Store – One new sign to be mounted to the front façade of the building.
- e. 2020-05: 9 North Church St – Steve Bahnatka / Greystone Oyster Bar – Two new sign to be mounted to the front façade of the building. One sign to be metal letters mounted to the frieze board between the first and second floors. One sign to be hung from a new scroll bracket.

- 36) Approve establishing a 225th Anniversary Committee to plan the Borough's anniversary celebration  
(attachment)

Committee Recommendation 3-0

37) Other Business:

- a) Discuss process, and schedule a date, to interview potential pension fund managers
- b) Approve the December 17, 2019 Worksession and December 18, 2019 Council Meeting Minutes
- c) Approve the January 6, 2020 Council Meeting Minutes

**Adjournment**

*-please note the following-*

**Items on February 19<sup>th</sup> Agenda**

- 1) Public Hearing at 7:00 PM – Amendments to Chapter 104, Vehicles & Traffic  
*Hearing Notice and Amendment are located on the front page of the Borough website*
- 2) Historical Commission Interview -Kordula Segler-Stahl
- 3) Recognition of Chief Scott Bohn for 34 years of dedicated service to the West Chester Borough Police Department and surrounding community
- 4) Brotherhood of the West Chester Borough presentation to Chief Scott Bohn

**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.