

PHOENIXVILLE BOROUGH COUNCIL

Wednesday, November 12, 2025

7:00 PM

AGENDA

- I. Pledge of Allegiance/Moment of Silence
- II. Roll Call – Borough Manager
- III. Public Comment
- IV. Presentations
- V. Consent Agenda
 - A. Approval of October 14, 2025, Regular Meeting Minutes.
 - B. Items from Historical and Architectural Review Board:
 1. Motion to approve the Certificate of Appropriateness for signage at 241 Bridge Street.
 2. Motion to approve the Certificate of Appropriateness for signage at 245 Bridge Street.
 - C. Items from Personnel and Public Safety Committee:
 1. Motion to appoint Linda Giovagnoli to the Human Relations Commission for the unexpired term ending March 31, 2027.
 2. Motion to appoint Alexandra Moulton to the Human Relations Commission for the unexpired term ending March 31, 2028 pending receipt of resignation letter from Ms. McGhee due to being elected to Borough Council.
 3. Motion to authorize the Civil Service Commission to begin the process of developing an Eligibility List for Patrol Officer for the Phoenixville Police Department.
 - D. Items from Parks and Recreation Committee:
 1. Motion to recommend Borough Council approve a Temporary Community Event Application for Phoenixville Art Street Festival in the 100 and 200 Blocks of Bridge Street on Saturday, June 13, 2026, from 11:00 am to 5:00 pm. Bridge Street between Gay Street and Starr Street and the Main and Bridge Parking Lot to be closed. Conditioned upon receipt of valid Certificate of Insurance naming Borough as Additional Insured.
 - E. Items from Finance Committee:

1. Motion to waive the late fees and penalties on Utility bills and to not shut off water for Residents impacted by the Government shut down.
2. Motion to approve the 2025 pre-paid dated 9/1/2025 - 9/30/2025 in the amount of \$2,056,919.39.
3. Motion to approve the 2025 pre-paid Credit Card Statement dated 9/1/2025 - 9/30/2025 in the amount of \$39,460.31.
4. Motion to approve the 2025 pre-paid ACH dated 9/30/2025 in the amount of \$62,402.53.
5. Motion to adopt a Resolution approving the proposed 2026 Master Schedule of Fees.
6. Motion to adopt a Resolution Appointing an Independent Auditor for Fiscal Year 2025.
7. Motion to adopt a Resolution authorizing the submission of State or Federal No-Match Requirement Grants for the Police Department for 2026.

VI. Communications/Council Participation

VII. Mayor's Report

VIII. Appointments

- A. Call for Residents interested in being appointed to various Boards and Commissions.

IX. New Business

- A. Presentation of the 2026 Enterprise Funds and General Fund Draft Budgets
- B. Motion to authorize the advertisement of the 2026 Draft Budget.
- C. Motion to schedule and advertise an Ordinance adopting the 2026 Tax Levy.

X. Public Hearings

XI. Resolution/Ordinances

- A. Motion to adopt a Resolution authorizing the submission by the Borough of a Local Share Account Statewide Grant for the Square at Bridge and Main Project.

XII. Reports of Committees, Boards, and Commissions

- A. Historical and Architectural Review Board – Ms. Dugan
 1. Motion to approve/deny the Certificate of Appropriateness for renovations and additions at 184 Bridge Street.
- B. Planning Commission - Mr. Moore

1. Motion to adopt a Resolution officially conditionally approving/denying the Preliminary/Final Subdivision and Land Development Plan for the development known as Kindergarten Center.
- C. Phoenixville Regional Planning Committee – Mr Kirkner
 - D. Recreation Board – Ms. Dugan
 - E. Tree Advisory Commission – Mr. Carminito
 - F. Human Relations Commission – Ms. Burckley
- XIII. Council Action referred from:
- A. Personnel and Public Safety Committee- Ms. Burckley
 1. No action to report.
 - B. Parks and Recreation Committee - Mr. Moore
 1. No action to report.
 - C. Policy Committee - Carminito
 1. Motion to adopt a Resolution setting forth the Policy for responding to Right to Know Law requested submitted to the Borough.
 2. Motion to schedule and advertise an Ordinance amendment to Chapter 1 “Administration and Government”.
 3. Motion to schedule and advertise an Ordinance amendment to Chapter 15 “Motor Vehicles”.
 - D. Infrastructure, Technology Transportation & Sustainability Committee - Mr. Weiss
 1. No action to report.
 - E. Finance Committee - Ms. Dugan
 1. No action to report.
- XIV. Public Comment
- XV. Communication/Council Participation
- XVI. Staff Reports
- A. Manager
 - B. Police
 - C. Fire

- D. Planning and Codes
- E. Public Works
- F. Finance
- G. Human Resources
- H. Recreation

XVII. Adjournment

Upcoming Meetings:

Planning Commission	November 13 – 6:00 pm
Parks and Recreation Committee	November 18 – 6:00 pm
Infrastructure Committee	November 18 – Immediately following Parks and Rec
Finance Committee	November 25 – 5:30 pm
Policy Committee	November 25 – Immediately following Finance
HARB	December 1 – 5:00 pm
Tree Advisory Commission	December 1 – 6:00 pm
Personnel/Public Safety Committee	December 2 – Meeting canceled
Civil Service Commission	December 2 – 7:00 pm
Human Relations Commission	December 3 – 5:00 pm
Borough Council	December 9 – 7:00 pm
Planning Commission	December 11 – 6:00 pm
Recreation Board	January 20 – 6:30 pm

Employee Service Anniversaries – November

Ofc. Brad Dobry, Police Department – 27 years
 Sgt. Lance Frost, Police Department – 25 years
 Lt. Patrick Mark, Police Department – 25 years
 David Moore, Codes Enforcement Officer – 21 years
 Kelly Getzfread, Assistant Borough Manager – 17 years
 Logan Hartman, Parking Officer – 3 years
 Kyle Stiteler, Streets Laborer II – 3 years
 David Baron, Water Treatment MRO – 2 years
 Jaden Heck, Sanitation Laborer – 2 years
 Chas Hartman, Parking Officer – 1 year

PHOENIXVILLE BOROUGH COUNCIL

Tuesday, October 14, 2025

7:00 PM

MINUTES

I. Pledge of Allegiance/Moment of Silence

II. Roll Call – Borough Manager

Mr. Ewald, President	Present
Ms. Burckley, Vice President	Present
Mr. Carminito	Present
Ms. Dugan	Present
Mr. Kirkner	Excused
Mr. Moore	Present
Mr. Strenfel	Present
Mr. Weiss	Present
Mayor Urscheler	Present
Mr. Krack, Borough Manager	Present
Ms. Getzfread, Asst. Borough Manager	Present
Chief Marshall, Police Chief	Present
Mr. Denlinger, Solicitor	Present

III. Public Comment - None

IV. Presentations – Mayor Urscheler

Swearing in of Patrol Officer Michael Repasky

Chief Marshall introduced Officer Michael Repasky and provided a brief biography of his accomplishments.

Mayor Urscheler swore in Officer Repasky as a Patrol Officer with the Phoenixville Police Department.

Swearing in of Patrol Officer Kyle Barrie

Chief Marshall introduced Officer Kyle Barrie and provided a brief biography of his accomplishments.

Mayor Urscheler swore in Officer Barrie as a Patrol Officer with the Phoenixville Police Department.

Mr. Ewald stated that the Council met in Executive Session prior to tonight's meeting to

discuss A matter of attorney-client privilege, discussion related to the amendment to the site access agreement for the Borough Wastewater Treatment Plant property, a matter of attorney-client privilege discussion related to the 435 Vanderslice subdivision and land development application, a matter of personnel and attorney-client privilege discussion related to union consideration. A matter of attorney-client privilege discussion related to Zoning Hearing Board applications submitted for 222 High Street, a matter of attorney-client privilege discussion related to our flag procedures, as well as a matter of attorney-client privilege discussion related to our water contracts.

V. Consent Agenda:

A. Approval of September 9, 2025, Regular Meeting Minutes.

B. Items from HARB

1. Motion to approve the Certificate of Appropriateness for renovations at 148 Bridge.
2. Motion to approve the Certificate of Appropriateness for signage at 35 Bridge Street.
3. Motion to approve the Certificate of Appropriateness for signage at 324 Bridge Street.
4. Motion to approve the Certificate of Appropriateness for renovations 4 Bridge Street.
5. Motion to approve the Certificate of Appropriateness for signage at 256 Bridge Street.
6. Motion to approve the Certificate of Appropriateness for signage at 235 Bridge Street.

C. Items from Finance Committee.

1. Motion to approve the 2025 pre-paid dated 8/1/2025 - 8/31/2025 in the amount of \$1,665,858.85.
2. Motion to approve the 2025 pre-paid Credit Card Statement dated 8/1/2025 - 8/31/2025 in the amount of \$72,453.21.
3. Motion to approve the 2025 pre-paid ACH dated 8/31/2025 in the amount of \$68,148.18.
4. Motion to approve the RVE Fillmore Street Tunnel Inspection Proposal.
5. Motion to approve the Proposal for Engineering Design Services Starr Street (SR 0029) and 2nd Avenue Project from Bowman.

Mr. Weiss made a Motion to approve the Consent Agenda. Seconded by Mr. Strenfel.

Motion Approved 6-0. Ms., Burckley out of the room.

VI. Communications/Council Participation

Mr. Moore thanked Brian Watson and the Public Works staff for their quick response and timely repair of a water main break on Mowere Road. They were able to restore service in approximately 4 hours so that the residents of North Ridge and Westridge went without water for the shortest time possible.

VII. Appointments

- A. Call for Residents interested in being appointed to various Boards and Commissions.

Mr. Ewald encouraged residents to continue to apply for openings on the various Boards and Commissions and stated openings can be found on the Borough's Website.

VIII. New Business

- A. Motion to approve the Third Amendment to Water Supply Agreement with Pennsylvania American Water Company.

Ms. Burckley made a Motion to approve the Third Amendment to Water Supply Agreement with Pennsylvania American Water Company. Seconded by Mr. Weiss.

Motion Approved 7-0.

- B. Motion to approve the Collective Bargaining Agreement between the Borough and the American Federation of State, County and Municipal Employees Local 2773, Council 13 and District Council 88 for the term January 1, 2026, through December 31, 2029.

Ms. Burckley made a Motion to approve the Collective Bargaining Agreement between the Borough and the American Federation of State, County and Municipal Employees Local 2773, Council 13 and District Council 88 for the term January 1, 2026, through December 31, 2029. Seconded by Mr. Weiss.

On the Question:

Mr. Ewald thanked Borough Staff and the bargaining unit for negotiating this contract and moving the process forward.

Motion Approved 7-0.

- C. Motion to approve an amendment to the Environmental Site Access Agreement between the Borough of Phoenixville and Toll Mid-Atlantic, LP.

Ms. Burckley made a Motion to approve an amendment to the Environmental Site

Access Agreement between the Borough of Phoenixville and Toll Mid-Atlantic, LP. Seconded by Mr. Weiss.

On the Question:

Mr. Denlinger explained as the Council may recall you had approved the agreement at a prior meeting to allow environmental site access to the Wastewater Treatment Plant. The agreement allowed testing to a depth of 6 inches. This amendment allows for testing in the same locations to a depth of 12 to 18 inches and all other terms and conditions of the original agreement remain the same.

Motion Approved 6-0. Ms. Dugan out of the room.

IX. Public Hearings

- A. Motion to Recess meeting and enter hearing on zoning ordinance amendment to Chapter 27 “Zoning.

Ms. Burckley made a Motion to Recess the public meeting and enter a hearing on zoning ordinance amendment to Chapter 27 “Zoning. Seconded by Mr. Weiss.

Motion Approved 6-0. Ms. Dugan out of the room.

Hearing opened 7:34 pm.

Mr. Denlinger explained that this hearing is for the proposed amendment to the zoning ordinance Sections 27-202, 27-301, and 27-501. As the you may recall, the Council adopted and amended a restated zoning ordinance in August of this year. Borough Staff received recommendations from the Phoenixville Regional Planning Committee that included the clarification of the applicability of buffer requirements to municipal uses. In order to resolve the PRPC’s comments this ordinance amendment modifies Section 27-501 to clarify that the buffer requirements of the zoning ordinance apply to municipal uses. In addition, data centers are new uses which hadn't clearly been provided for in the zoning ordinance update. Section 27-202 has been updated to create a definition of data center. Section 27-301B has been updated to allow for the use, in certain zoning districts by special exception, meaning that a zoning hearing board application and review process would be required and updating Section 27-301 to provide some basic data center standards.

He stated that the ordinance was advertised in the Pottstown Mercury on September 29, 2025, and October 6, 2025. Copies of the proposed ordinance amendment were sent to the Chester County Law Library and Pottstown Mercury on September 22nd, 2025, for public inspection. Mr. Denlinger introduce the hearings exhibits. Exhibit B1 will be a copy of the ordinance. Exhibit B2 will be a review letter from the Phoenixville Regional Planning Committee.

dated September 24th, 2025. Exhibit B3 will be a review letter from the Chester County Planning Commission, dated October 8th, 2025. Exhibit B4 will be the minutes from the Phoenixville Borough Planning Commission meeting, dated October 9th, 2025, unanimously recommending the adoption of the ordinance. Exhibit B5 will be a copy of the public notice for the ordinance. Exhibit B6 will be a proof of publication from the Mercury for the two advertised dates that's not in hand yet but will be an exhibit upon receipt. Exhibit B7 will be the letters from the Borough to the Pottstown Mercury and the Chester County Law Library providing copies of the ordinance for public access.

Council Participation

None

Public Participation

None

Ms. Burckley made a Motion to close the Public Hearing and resume the public meeting. Seconded by Mr. Weiss.

Motion Approved 7-0.

Hearing closed at 7:37 pm.

B. Motion to adopt an ordinance amendment to Chapter 27 "Zoning".

Ms. Burckley made a Motion to adopt an ordinance amendment to Chapter 27 "Zoning". Seconded by Mr. Weiss.

Motion Approved 7-0.

C. Motion to Recess meeting and enter hearing on subdivision and land development ordinance amendment to Chapter 22 "Subdivision and Land Development".

Ms. Burckley made a Motion to Recess the public meeting and enter the hearing. Seconded by Mr. Strenfel.

Motion Approved 7-0.

Hearing opened 7:38 pm.

Mr. Denlinger explained this Public Hearing is for an amendment to the Borough's SALDO, Subdivision and Land Development Ordinance. The amendment proposes changes to Sections 22-421, 22-428, and 22-504. He explained as with the previous hearing this evening the Council adopted and amended a restated zoning ordinance in August which in part eliminated duplications and provisions that were already provided for elsewhere in our

ordinances. However, as he and staff reviewed the Borough's subdivision and land development ordinance, it was realized there were some cross-references from the SALDO to the zoning ordinance. The cross-references and the no longer applicable provisions are to be eliminated. In response the proposed changes are amending Chapter 22 SALDO. Section 22-421.2 eliminate the reference to trail requirements, which are now elsewhere in the Borough's Code, an amendment to Section 22-428 which referred to an incorrect Part 30 of the zoning ordinance for buffer requirements as Part 30 no longer exists, buffer requirements are located elsewhere in the zoning ordinance, and Section 22-5042 which refers to eliminated provisions related to riparian buffer requirements.

He stated that the ordinance was advertised in the Pottstown Mercury on September 29, 2025, and October 6, 2025. Copies of the proposed ordinance amendment were sent to the Chester County Law Library and Pottstown Mercury on September 22nd, 2025, for public inspection. Mr. Denlinger introduce the hearings exhibits. Exhibit B1 will be a copy of the ordinance. Exhibit B2 will be a review letter from the Phoenixville Regional Planning Committee dated September 24th, 2025. Exhibit B3 will be a review letter from the Chester County Planning Commission, dated October 8th, 2025. Exhibit B4 will be the minutes from the Phoenixville Borough Planning Commission meeting, dated October 9th, 2025, unanimously recommending the adoption of the ordinance. Exhibit B5 will be a copy of the public notice for the ordinance. Exhibit B6 will be a proof of publication from the Mercury for the two advertised dates that's not in hand yet but will be an exhibit upon receipt. Exhibit B7 will be the letters from the Borough to the Pottstown Mercury and the Chester County Law Library providing copies of the ordinance for public access.

Council Participation

None

Public Participation

None

Ms. Burckley made a Motion to close the Public Hearing and resume the public meeting. Seconded by Mr. Weiss.

Motion Approved 7-0.

Hearing closed at 7:42 pm.

- D. Motion to adopt an ordinance amendment to Chapter 22 "Subdivision and Land Development".

Ms. Burckley made a Motion to adopt an ordinance amendment to Chapter 22 "Subdivision and Land Development". Seconded by Mr. Weiss.

Motion Approved 7-0.

X. Resolutions/Ordinances

- A. Motion to adopt a Resolution acknowledging Susmita Sukla for her service on the Human Relations Commission.

Ms. Burckley made a Motion to adopt a Resolution acknowledging Susmita Sukla for her service on the Human Relations Commission. Seconded by Mr. Weiss.

Motion Approved 7-0.

Mr. Ewald read the Resolution aloud for the record.

- B. Consider a Resolution regarding submission of a PECO Green Region Open Space Program Grant for the MDM Nature Preserve Project.

Ms. Burckley made a Motion to approve a Resolution regarding submission of a PECO Green Region Open Space Program Grant for the MDM Nature Preserve Project. Seconded by Mr. Strenfel.

Motion Approved 7-0.

- C. Motion to adopt an Ordinance amendment to Chapter 21 “Streets and Sidewalks”.

Ms. Burckley made a Motion to adopt an Ordinance amendment to Chapter 21 “Streets and Sidewalks”. Seconded by Mr. Strenfel.

On the Question:

Mr. Denlinger stated this ordinance was advertised on October 6, 2025, in the Pottstown Mercury. Letters from the Borough were sent to the Pottstown Mercury and Chester County Law Library dated September 22nd, 2025, providing copies of the ordinance for public access.

Motion Approved 7-0.

XI. Reports of Committees, Boards, and Commissions

- A. Historical and Architectural Review Board – Ms. Dugan

- B. Planning Commission - Mr. Moore

1. Motion to adopt a Resolution officially conditionally approving/denying the Preliminary/Final Subdivision Plan for the development known as 435 Vanderslice Subdivision - PCG.

Mr. Denlinger explained that this evening the Council will consider the approval of the Land Development and Subdivision for 435 Vanderslice Street. He stated the applicant's representative is present tonight and asked him to approach the podium.

Mr. Denlinger provided the background on the application. The applicant this evening is Providence Capital Group LLC. This application concerns parcel of land located at 435 Vanderslice Street, consisting of approximately 9,169 square feet. More particularly identified as Chester County UPI number 15-9-60 which is currently improved with a single-family twin dwelling, shed, and gazebo. The applicant proposes to subdivide the parcel into two lots, one containing the existing dwelling and the other being largely unimproved. Upon the subdivision, the lot containing the existing dwelling is proposed to be improved with a 324 square foot parking area off of Needle Street.

After reviewing the project at its public meeting, the Planning Commission voted unanimously at its September 11th, 2025, meeting to conditionally recommend approval of the application. As the Council may note, the Planning Commission reviewed and recommended approval of this application without any requested waivers. Not until September 25th, 2025, two weeks after the Planning Commission consideration and recommendation with the knowledge that this would not again be before the Planning Commission. The applicant requested a waiver from Section 22-428.2 of the SALDO in order to not install a landscape buffer along Needle Street. He made no comment on how reasonable this request is. However, the timing of this request is highly discouraged by my office, as it circumvents the careful and diligent review process that the Borough and Planning Commission follows in order to ensure proper planning and thoughtfully considered projects in the borough. Since this is the first time during his tenure that this has happened, he stated the timing of this waiver request is potentially a mistake of ignorance. However, after this public statement that he is now making, he cautioned other applicants that any future such requests will be met with outright skepticism.

Mr. Joel Comanda, project engineer with Inland Design LLC for the applicant PCG. He stated that he and the applicant certainly understand it is irregular and unfortunate on their part to be late with the waiver request. He apologized for the oversight to the Borough and the Planning Commission. Mr. Comanda explained the waiver request is from SALDO Section 22-428.2 which requires a buffer along the rear of reverse frontage lots. The reason behind the request is that the property fronts on Vanderslice Street and the rear of the property along Needle Street acts primarily as an alley for the residents as none of the adjacent properties have frontage on Needle. He explained the parking for the property at 435

Vanderslice Street will be installed along Needle Street, taking into account the existing vegetation and overhead wires he believes it is the best interest of the project to request a waiver from the buffering section.

Mr. Moore stated that this project is to subdivide one big property into two properties and as of tonight no plans have been submitted for the development of the empty lot. He understands there was some conversation about development of the empty lot. He stated the project was fully discussed by the Planning Commission, Land Planner and the Borough Engineer and it's unfortunate that the need for the waiver was missed. He stated the nature of Needle Street is that it is a street but that it's very narrow and none of the properties on either side are the front. The residents there have their trash cans back there for their collection. He asked the applicant what difficulty is created by the requirement of the buffer.

Mr. Comanda stated the requirement is for plantings 6ft tall along the full frontage of the lot and as mentioned previously there are overhead wires that run east to west and a very large tree on the property to the east that already extends over the existing dwelling unit. As stated there is proposed parking for the existing dwelling and potential parking for the subdivided lot adding the vegetation only pushes further into the lot and would eliminate a significant amount of the rear yard for these dwellings. He again apologized for missing this item when reviewing the planner's letter fully in advance of the Planning Commission meeting.

Mr. Moore stated that there are very few if any 6 ft. plantings at the properties along Needle Street and there wouldn't be a disruption of the streetscape of Needle Street by granting this waiver.

Mr. Ewald asked for clarification if the waiver request is for additional plantings as part of the development where there is frontage on two streets.

Mr. Denlinger explained there is a requirement that a buffer be along the rear of the property however, he believes the intent is primarily more of a situation where the rest of the street would be the fronts of the houses and then there would be one that is the rear of an adjacent property which is not the case in this situation. He stated that there was a requirement that came out of the Planning Commission that would require replacement trees for one that may have to come down for the future development.

Public Comment - None

Mr. Moore made a Motion to adopt a Resolution officially conditionally approving the Preliminary/Final Subdivision Plan for the development

known as 435 Vanderslice Subdivision - PCG. Seconded by Ms. Burckley.

Motion Approved 7-0.

C. Phoenixville Regional Planning Committee – Mr. Kirkner

D. Recreation Board – Ms. Dugan

Ms. Dugan reported on the upcoming programs and events by the Recreation Department including the Fall Fest with Trunk or Treat, Fresh to You Market, Parent’s Night Out, Yoga, Pickleball and various 2025 Schools Out camps in November.

E. Tree Advisory Commission – Mr. Carminito

Mr. Carminito reported on the commission's excitement on the installation of Perky Pave for tree wells downtown, the delivery of 80 trees for the fall planting and continuing to work on engaging the community.

F. Human Relations Commission – Ms. Burckley

Ms. Burckley thanked Susmita Sukla for her dedication to the Human Relations Commission and her instrumental contributions to outreach in the community. She reported the Commission is working with some non-profits to celebrate holidays outside of Christmas.

XII. Council Action referred from:

A. Personnel and Public Safety Committee – Ms. Burckley

1. No action to report.

B. Parks and Recreation Committee – Mr. Moore

1. No action to report.

C. Policy Committee – Mr. Carminito

1. No action to report.

D. Infrastructure/Technology/Transportation/Sustainability Committee – Mr. Weiss

1. No action to report.

E. Finance Committee – Ms. Dugan

1. No action to report.

XIII. Mayor's Report

Mayor Urscheler thanked everyone who joined us this evening to celebrate the swearing in of the Borough's new officers. He reported on the upcoming 100 Men and 100 Women of Phoenixville, Ann's Heart Bed Races, Halloween Quizzo and reminded the public to vote on November 4, 2025.

XIV. Public Comment

Alice Sarajian, resident. She addressed the Council on her request to have the Pride Flag replaced with the American Peacetime Flag. She expressed her concerns with only one group, being recognized above all others at the Borough Hall Building.

XV. Communications/Council Participation

Ms. Burckley reported on the many events she had the pleasure of attending in the Borough including, The Farmer's Market on Saturdays, judging the Pet Parade at WuffJam, Andre Thornton Day, Alianzas, the Mrs. Roper Romp, and Ryan Conroy's haunted tours around the area. She reminded the public that Health Care Access offers free Mammograms and that the Phoenixville Library offers quick and easy passport renewals and applications.

XVI. Staff Reports are in the packets.

- A. Manager
- B. Police
- C. Fire
- D. Planning and Codes
- E. Public Works
- F. Finance
- G. Human Resources
- H. Recreation

XVII. Adjournment

8:18 pm. Ms. Burckley made a Motion to Adjourn. Seconded by Mr. Weiss.

E. Jean Krack
Borough Manager

Transcribed by: Jennifer Logan
Administrative Assistant
October 2025





KEYSTONE DISPENSARY



Keystone Dispensary
HOURS
Monday 10:00am - 8:00pm
Tuesday 10:00am - 8:00pm
Wednesday 10:00am - 8:00pm
Thursday 10:00am - 8:00pm
Friday 10:00am - 8:00pm
Saturday 10:00am - 8:00pm
Sunday 10:00am - 8:00pm
484-628-1688
No Medical Card Required

Free Re-roll
with any purchase
Keystone
Dispensary



Borough of Phoenixville
Council, Authorities, Bureaus, Commissions, and Agencies

Planning Commission - 4 Year Term	Appointed	Reappointed	Term Expiration
Josh Gould	March 12, 2024		March 31, 2028
Raffaello DiNapoli	February 14, 2017	April 8, 2025	March 31, 2029
Amanda Irwin - Vice Chairperson	March 12, 2024		March 31, 2028
Catherine Bianco - Chairperson	March 9, 2021	March 11, 2025	March 31, 2029
Joseph Sikora	March 8, 2022		March 31, 2026
Thomas Carnevale	April 12, 2011	March 8, 2022	March 31, 2026
Jahan Tavangar	November 12, 2024		March 31, 2027
Brian Moore - Council Liaison			N/A

Zoning Hearing Board - 5 Year Term	Appointed	Reappointed	Term Expiration
Jonathan Steitzer	February 14, 2023		January 31, 2028
David Petty	October 10, 2023	January 9, 2024	January 31, 2029
Maureen Ahearn - Vice Chairperson	February 11, 2020	January 14, 2025	January 31, 2030
Bryan Emmanuel - Chairperson	April 10, 2018	January 12, 2021	January 31, 2026
Carolyn Treglia	April 9, 2024		January 31, 2027

Recreation Board - 4 YR Term	Appointed	Reappointed	Term Expiration
Kathy Gill - Vice-Chairperson	May 10, 2016	April 9, 2024	April 30, 2028
Andrew Hungerbuhler	April 9, 2024		April 30, 2028
Ed Lantzy	January 1, 2006	April 8, 2025	April 30, 2029
Joellen Nicholson	May 13, 2025		April 30, 2029
Janet Hunter - Chairperson	January 1, 2008	April 12, 2022	April 30, 2026
Allison Peffle	May 11, 2021	April 12, 2022	April 30, 2026
Dave Gill	May 10, 2010	March 14, 2023	April 30, 2027
Dana Dugan - Council Liaison	April 27, 2010		N/A

HARB - 4 Year Term	Appointed	Reappointed	Term Expiration
Brian Slater - Chairperson - Real Estate	September 11, 2007	August 13, 2024	August 31, 2028
William Felton - Contractor	August 13, 2013	August 12, 2025	August 31, 2029
Brandon Wertz	August 12, 2025		August 31, 2029
Joel Bartlett - Architect		August 8, 2023	August 31, 2027
Joseph Sikora - Planning Comm	January 12, 2023		March 31, 2026
Matthew McCloskey - BCO	September 12, 2023		N/A
Dana Dugan - Borough Council			N/A

Borough Council - 4 Year Term	Appointed	Reappointed	Term Expiration
Beth Burckley - Vice President	January 2, 2018	January 3, 2022	January 5, 2026
James Carminito	January 3, 2022		January 5, 2026
Dana Dugan	January 4, 2010	January 3, 2022	January 5, 2026
Jonathan Ewald - President	January 4, 2016	January 2, 2024	January 3, 2028
Richard Kirkner	January 2, 2018	January 3, 2022	January 5, 2026
Brian Moore - Assistant Secretary	January 6, 2020	January 2, 2024	January 3, 2028
David Strenfel	January 2, 2024		January 3, 2028
Brian Weiss	January 6, 2020	January 2, 2024	January 3, 2028
Peter Urscheler - Mayor	January 2, 2018	January 3, 2022	January 3, 2026

Civil Service Commission - 6 YR Term	Appointed	Reappointed	Term Expiration
Mari Wineburg - Chairperson	September 14, 2021	August 8, 2023	January 31, 2028
Amara Thornton-Brown - Vice Chair	July 14, 2020	January 9, 2024	January 31, 2030
Beth Burckley	December 12, 2023		January 5, 2026
Alternate - J. D. Maloney	March 12, 2024		January 31, 2027
Alternate - Jeffrey Jones	January 14, 2025		January 31, 2029

Tree Advisory - 5 Year Term	Appointed	Reappointed	Term Expiration
Jennifer Chandler - Secretary	January 14, 2025	June 10, 2025	June 30, 2030
Susan Di Cerchio	July 12, 2022		June 30, 2027
Heidi Warning	June 10, 2025		June 30, 2029
Justin Gordon - Chairperson	August 13, 2024		June 30, 2028
Mary Foote	July 9, 2019		June 30, 2026
James Carminito - Council Liaison			N/A

Human Relations - 3 Year Term	Appointed	Reappointed	Term Expiration
Kevin Zwick - Chairperson	September 10, 2024		March 31, 2026
Jasmine Joyner	May 13, 2025		March 31, 2026
Koretta McGhee	January 14, 2025		March 31, 2028
Rev. Lee Paczulla	March 8, 2022	April 8, 2025	March 31, 2028
VACANT			March 31, 2027
Beth Burckley - Council Liaison			N/A

Other Appointments	Appointed	Reappointed	Term Expires
Emergency Management Coordinator Karin Williams	January 1, 2015		N/A
Vacancy Board Chairman Leo Scoda	February 9, 2021	January 14, 2025	December 31, 2025



EXISTING EXTERIOR PHOTOS

MAIN STAY INN

SCHEMATIC PHASE - 11/3/25

R.A. HOFFMAN ARCHITECTS INC.

55 PLANK AVENUE, PAOLI, PA 19301
(810) 889-0880 FAX (810) 889-0883



EXTERIOR PERSPECTIVE

MAIN STAY INN
SCHEMATIC PHASE - 11/3/25

R.A. HOFFMAN ARCHITECTS INC.
55 PLANK AVENUE, PAOLI, PA 19301
(610) 889-0660 FAX (610) 889-0663



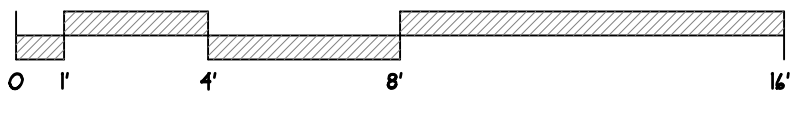
EXISTING EXTERIOR PHOTOS

MAIN STAY INN
SCHEMATIC PHASE - 11/3/25

R.A. HOFFMAN ARCHITECTS INC.
55 PLANK AVENUE, PAOLI, PA 19301
(610) 889-0660 FAX (610) 889-0663



BRIDGE ST. ELEVATION



MAIN STAY INN
SCHEMATIC PHASE - 11/3/25

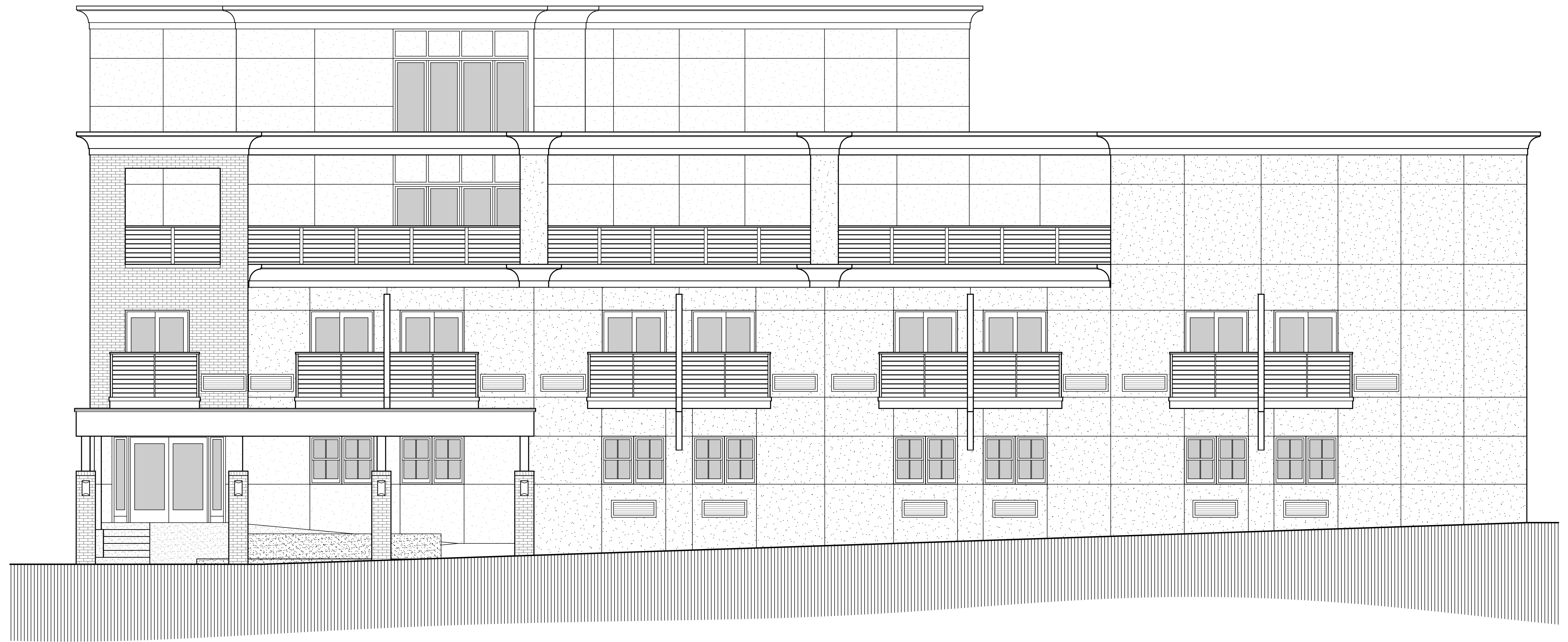
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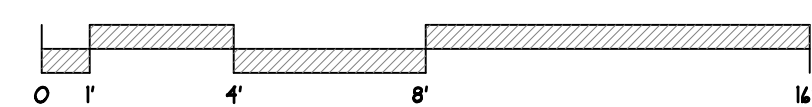
EXISTING EXTERIOR PHOTOS

MAIN STAY INN
SCHEMATIC PHASE - 11/3/25

R.A. HOFFMAN ARCHITECTS INC.
55 PLANK AVENUE, PAOLI, PA 19301
(610) 889-0860 FAX (610) 889-0863



S. MAIN ST. ELEVATION



MAIN STAY INN
SCHEMATIC PHASE - 11/3/25

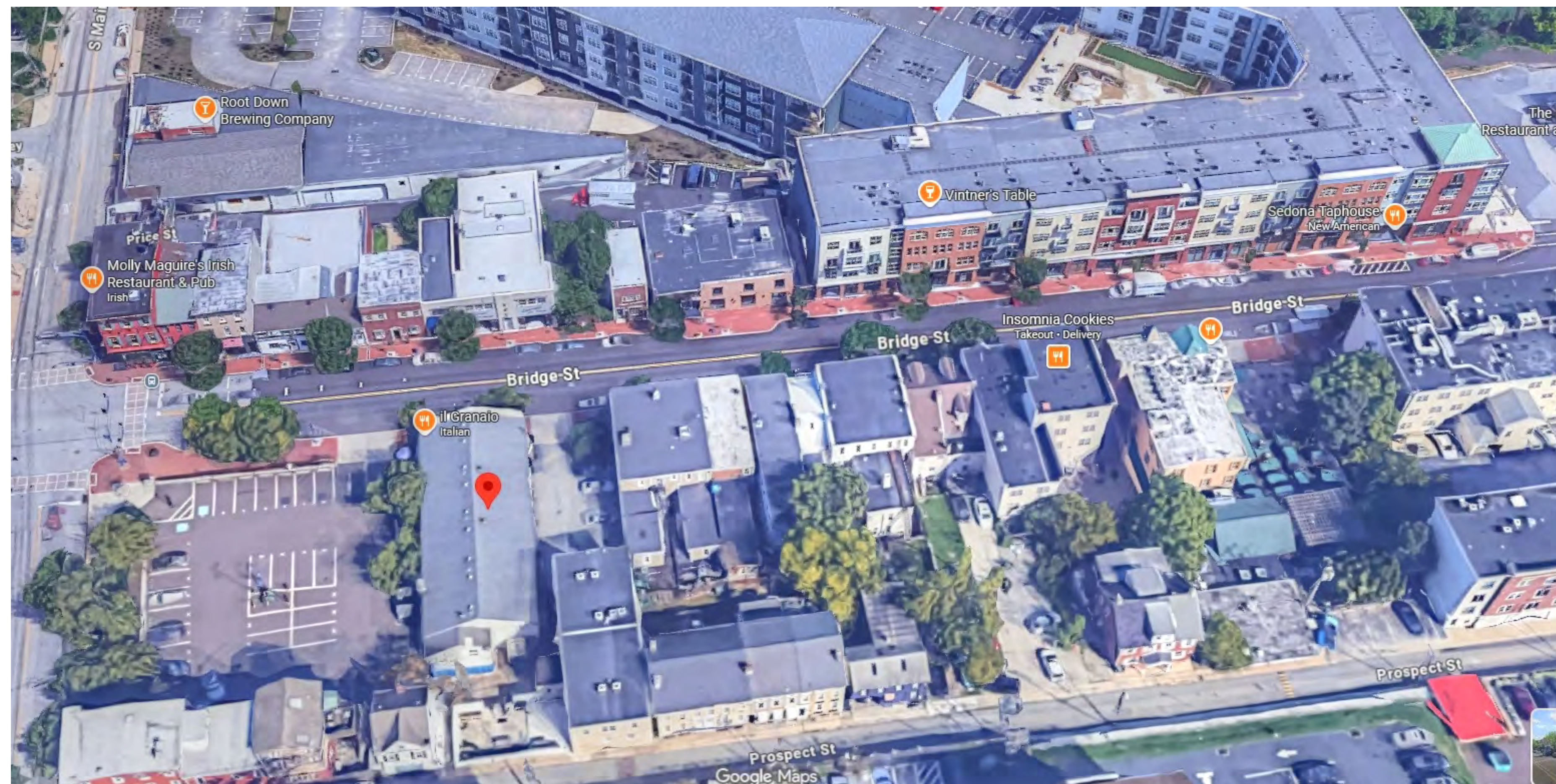
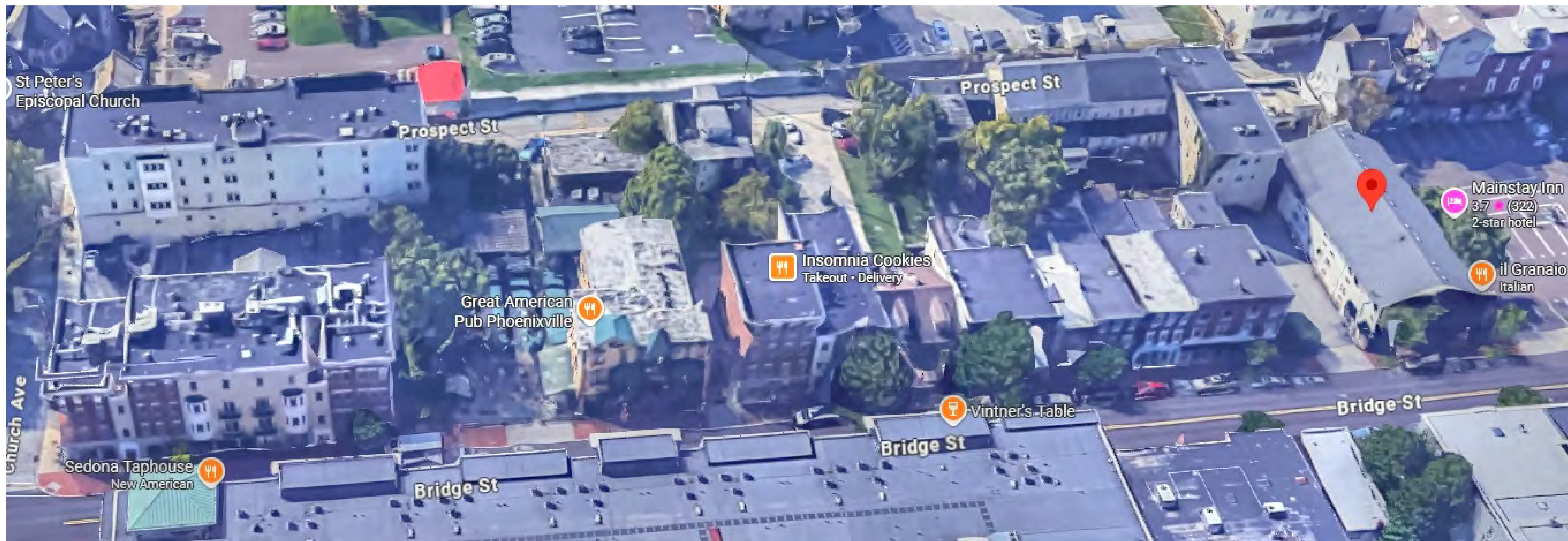
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EXISTING EXTERIOR PHOTOS

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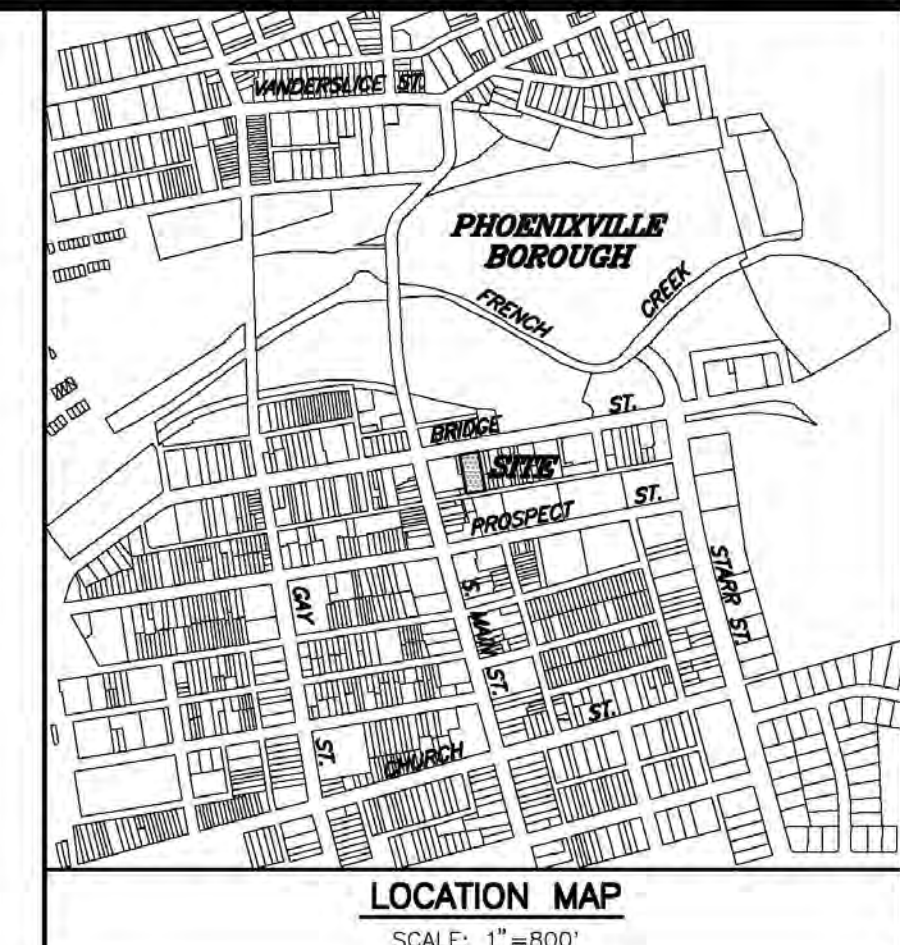


EXISTING EXTERIOR PHOTOS

MAIN STAY INN
SCHEMATIC PHASE - 11/3/25

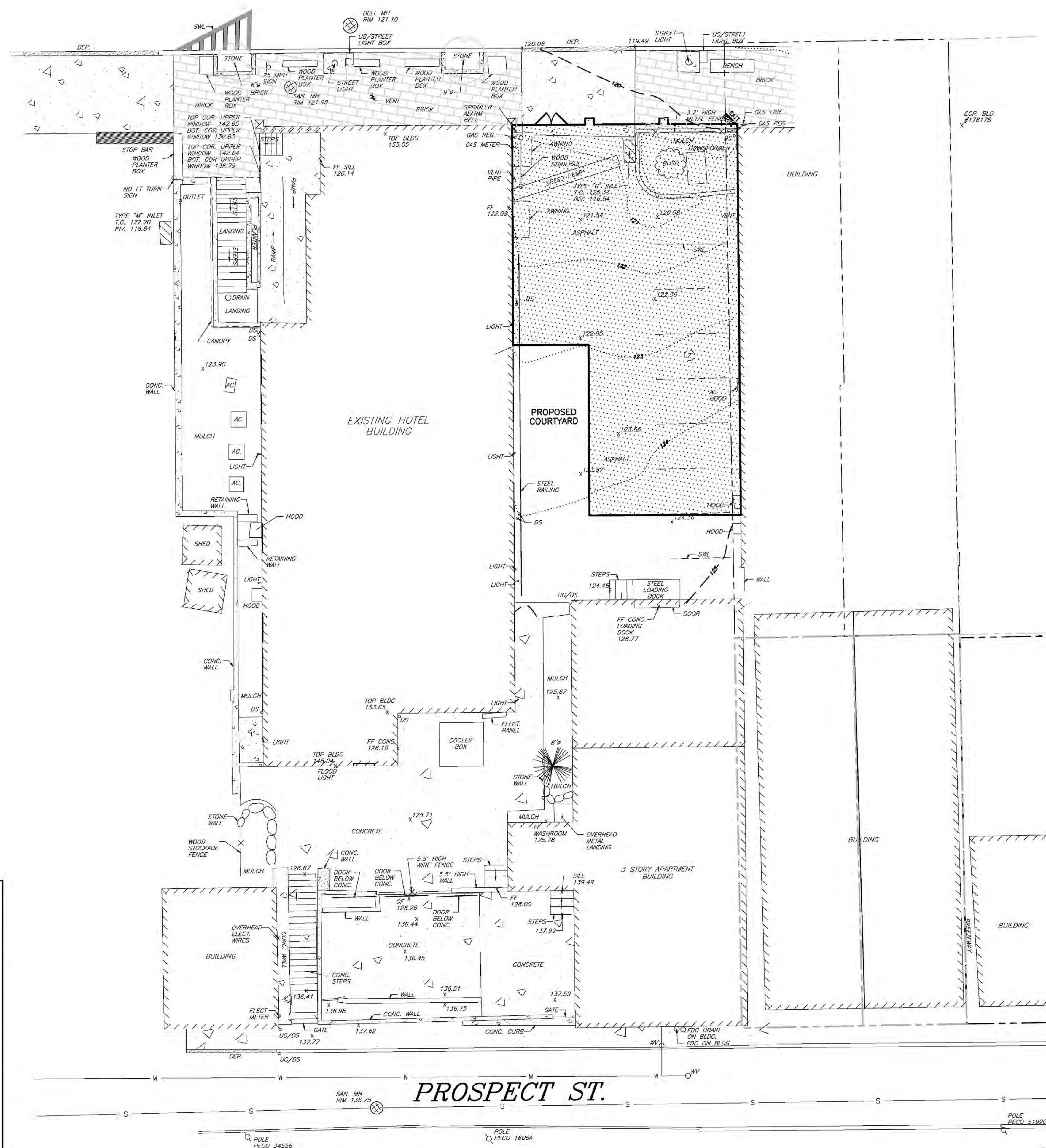
R.A. HOFFMAN ARCHITECTS INC.
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(610) 889-0660 FAX (610) 889-0663

BRIDGE ST.



122.26 DYL 121.15 119.71
MH RIM 119.99

LEGEND	
	EXISTING TRACT BOUNDARY
	EXISTING INDEX CONTOUR
	EXISTING INTERIOR CONTOUR
	EXISTING RIGHT OF WAY LINE
	EXISTING INLET
	EXISTING SANITARY MANHOLE
	EXISTING SANITARY SEWER PIPE
	EXISTING WATER MAIN
	EXISTING WATER VALVE
	EXISTING UTILITY POLE
	EXISTING FENCE
	EXISTING CURB
	EXISTING SIGN
	EXISTING INDIVIDUAL TREE
	EXISTING BUILDING
	PROPOSED BUILDING



ACT 287 PENNSYLVANIA ONE CALL NOTIFICATION
 Preliminary Serial No. _____ date _____
 Final Serial No. _____ date _____
 UNDERGROUND UTILITY LINE PROTECTION LAW (ACT 287, AS AMENDED)
 E. B. Walsh & Associates, Inc. (EBWA) does not guarantee the accuracy of the locations for existing subsurface utility lines, structures, etc. shown on the plans, nor does EBWA guarantee that all subsurface utility lines, structures, etc. are shown.
 Contractor shall verify the location and elevations of all subsurface utility lines, structures, etc. before the start of work, by calling the Pennsylvania One Call System at 1-800-242-1776.
 If construction does not occur within 90-days of the above final one-call notification, the project owner is required to make notification to Pa One Call not less than 10 nor more than 90 business days before initiating construction, as per Section 4 of Act 287.
 UTILITIES NOTIFIED



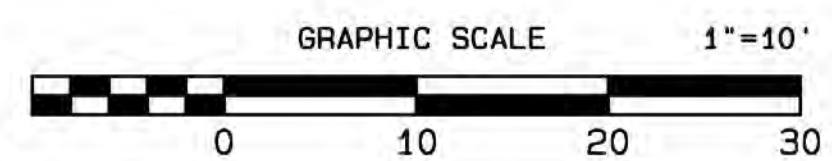
UPI NO. 15-9-220 & 15-9-223

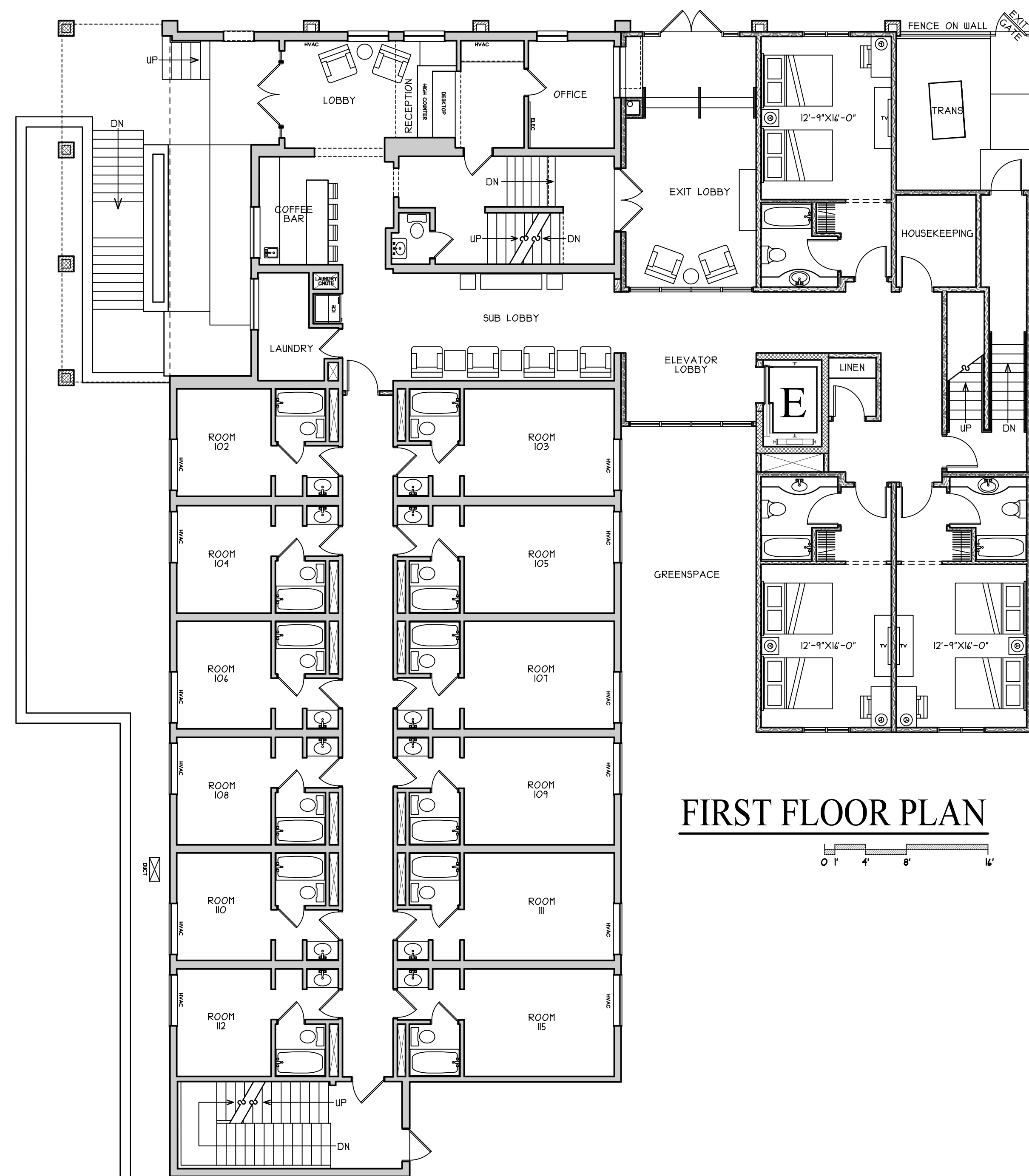
- GENERAL NOTES:**
- OWNER OF RECORD: CATEMATE LLC
 - SITE ADDRESS: 186 BRIDGE ST., PHOENIXVILLE, PA 19460 & 184 BRIDGE ST., PHOENIXVILLE, PA 19460
 - RECORDING INFORMATION: PROPERTY RECORDED IN DEED BOOK 11415, PAGE 2250 AT THE CHESTER COUNTY RECORDER OF DEEDS. TAX PARCEL IDENTIFICATIONS: UPI 15-9-220 & 15-9-223, AS LISTED WITH THE CHESTER COUNTY TAX ASSESSMENT OFFICE.
 - LOT AREA PARCEL 220: TOTAL LOT AREA IS 1,450 SQUARE FEET (0.033 ACRES). LOT AREA PARCEL 223: TOTAL LOT AREA IS 13,702 SQUARE FEET (0.315 ACRES)
 - EXISTING FEATURES AND TOPOGRAPHIC INFORMATION: EXISTING FEATURES AND TOPOGRAPHIC DATA SHOWN HEREON ARE BASED ON A FIELD SURVEY CONDUCTED BY EDWARD B. WALSH & ASSOCIATES, INC. ON JULY 31, 2025.
 - BOUNDARY INFORMATION: BOUNDARY SURVEY WAS BASED UPON DEEDS OF RECORD. A TITLE REPORT WAS NOT PROVIDED, THEREFORE, THE SURVEY MAY NOT DEPICT ALL RIGHTS, EASEMENTS, ETC. ATTACHED TO THE PROPERTY THAT A CURRENT AND COMPLETE TITLE REPORT MAY DISCLOSE.
 - BEARING BASIS FOR THE SURVEY AS SHOWN ARE REFERENCED TO NAD 83, PA STATE PLANE COORDINATE SYSTEM, SOUTH ZONE AS DERIVED FROM GPS OBSERVATIONS.
 - VERTICAL DATUM: ELEVATIONS ARE REFERENCED TO THE NORTH AMERICAN VERTICAL DATUM OF 1988 (NAVD 88).
 - UTILITY LOCATIONS: UTILITY LOCATIONS SHOWN HEREON ARE BASED ON VISIBLE FIELD EVIDENCE AND RECORD DRAWINGS OBTAINED FROM UTILITY COMPANIES, EDWARD B. WALSH & ASSOCIATES, INC. (EBWA) DOES NOT GUARANTEE THE ACCURACY OR COMPLETENESS OF THE LOCATIONS OF EXISTING SUBSURFACE UTILITY LINES, STRUCTURES, OR OTHER FEATURES SHOWN ON THESE PLANS, NOR DOES EBWA GUARANTEE THAT ALL EXISTING SUBSURFACE UTILITIES OR STRUCTURES ARE IDENTIFIED.

OWNER OF RECORD
 CATEMATE LLC
 301 QUAIL LANE
 PHOENIXVILLE, PA 19460
 D.B. 11415, PG. 2250

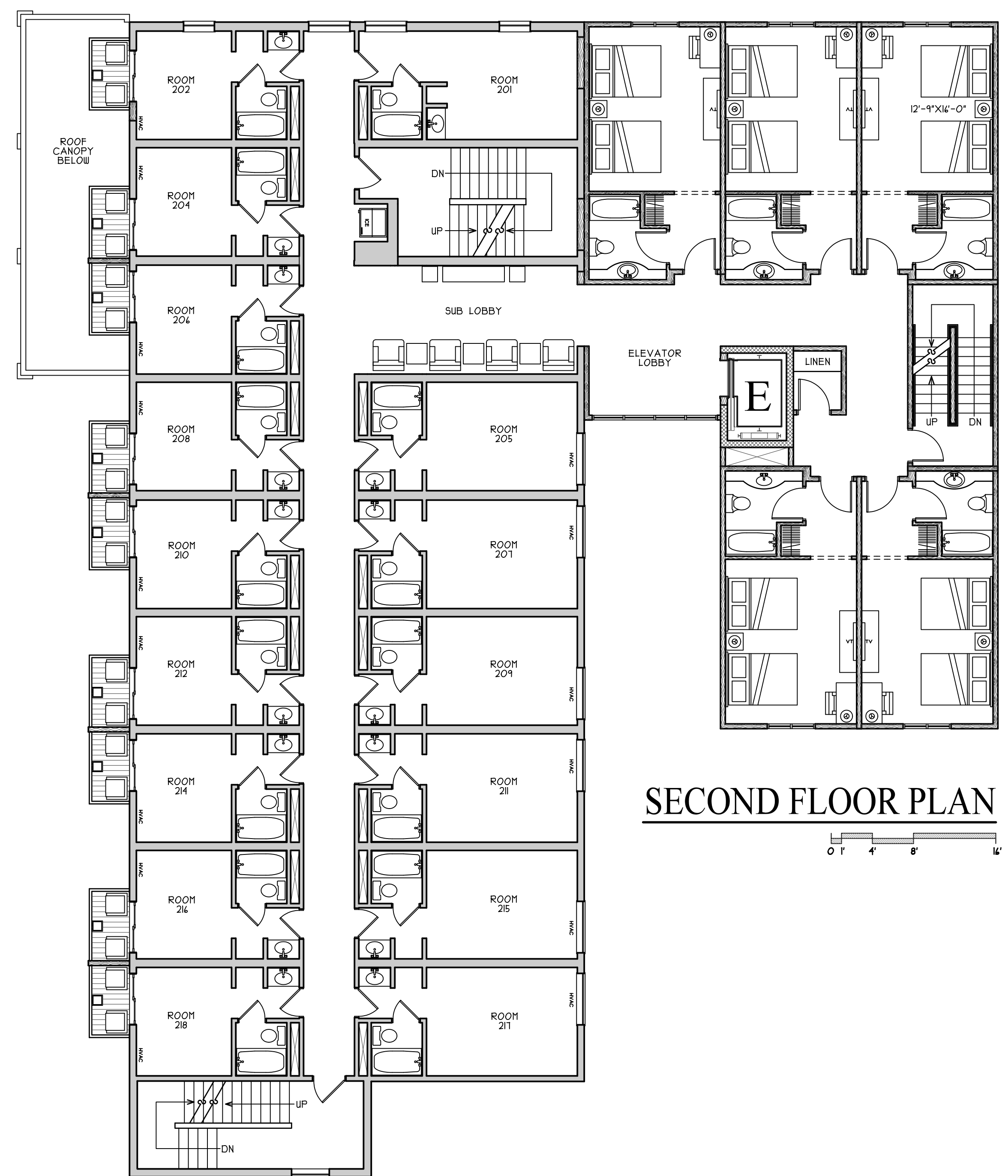
LAND DEVELOPMENT PLAN
 FOR
184 BRIDGE ST.
 PHOENIXVILLE BOROUGH CHESTER COUNTY, PA
Edward B. Walsh & Associates, Inc.
 CIVIL ENGINEERS & SURVEYORS
 Whiteland Business Park
 855 Springdale Drive, Suite 102
 Exton, Pennsylvania 19341
 Phone: 610-903-0060
 Fax: 610-903-0080

Project-5135
 Date-8/1/25
 Scale-1"= 10'
 Drawn-D.B.
 Checked-A.J.B.
 Sheet-1 OF X





FIRST FLOOR PLAN



SECOND FLOOR PLAN

MAIN STAY INN
 SCHEMATIC PHASE - 11/3/25



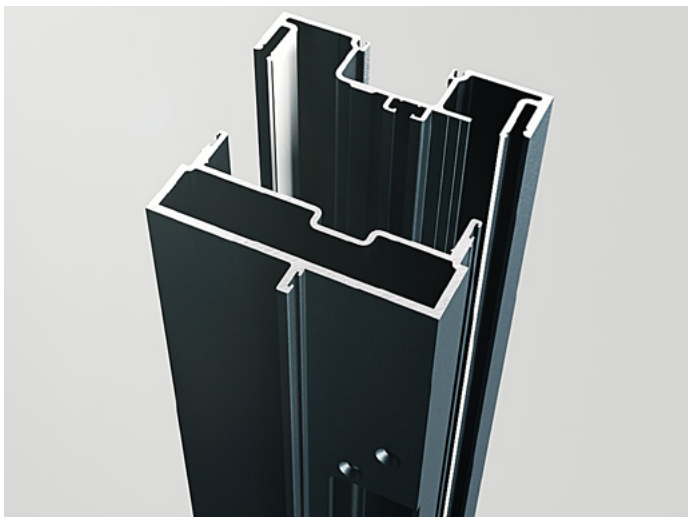
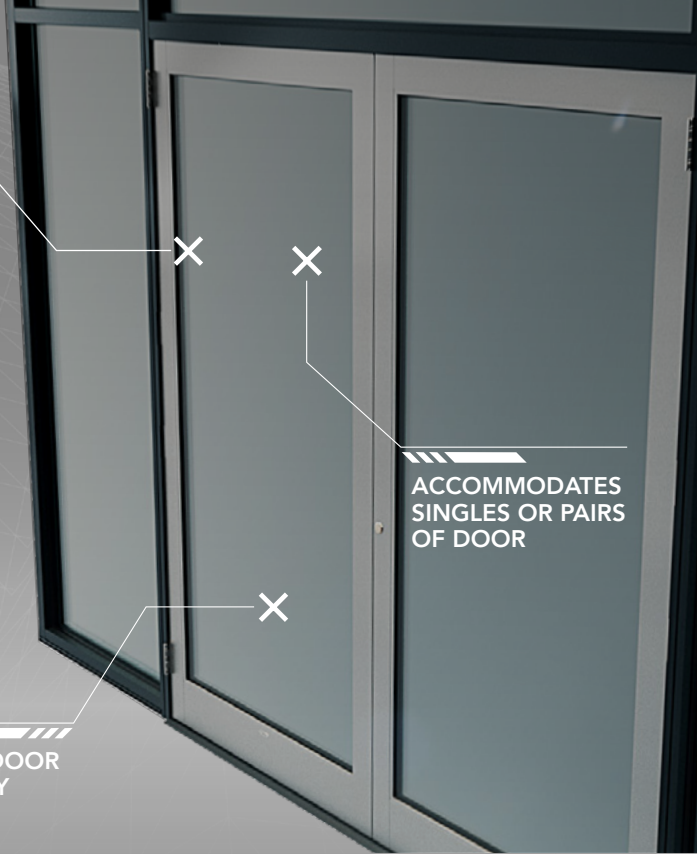
STOREFRONT SUBFRAME FOR TRIFAB® 451

STAY AHEAD OF THE BUILD
WITH FLEXIBLE INSTALLATION

INSTALLATION
FLEXIBILITY

ACCOMMODATES
SINGLES OR PAIRS
OF DOOR

TEMPORARY DOOR
COMPATIBILITY



Designed for commercial storefront projects, the Storefront Subframe for Trifab® 451 has been engineered to provide the flexibility needed to keep projects on schedule.

As the first and only commercial storefront solution that enables phased door installation, the system allows storefront framing, sidelites, and transoms to be installed independently of doors and hardware. This separation ensures that projects can adapt to schedule changes and site delays while maintaining high-performance standards.

INNOVATION ENGINEERED

The patented two-piece male/female jamb system delivers reliable performance and tested durability:

- Reduces delays that can be caused by complex entrance components and systems
- Simplifies sequencing across trades through phased installation
- Allows early framing installation while protecting final entrances from damage
- Maintains project momentum with temporary doors or coverings that protect openings during construction and help secure an earlier certificate of occupancy
- Accommodates variable door and transom heights, singles or pairs, with or without transoms

This innovative design allows critical storefront work to advance without waiting for final door components, streamlining jobsite coordination and instilling confidence in project delivery.

FLEXIBLE INSTALLATION, MAXIMUM EFFICIENCY

The Trifab® 451 Subframe provides a large temporary opening that allows glazing and adjacent trades to progress safely, while final doors and hardware can be installed later. By phasing the installation, projects can move forward efficiently without compromising performance or aesthetic standards.

Wesley 2 Light LED Wall Light Architectural Black
49279BKLED (Black)

Project Name: _____
 Location: _____
 Type: _____
 Qty: _____
 Comments: _____



Certifications/Qualifications

Location Rating	Wet
www.kichler.com/warranty	

Dimensions

Base Backplate	5.50 X 4.25
Extension	4.00"
Weight	3.70 LBS
Height from center of Wall opening (Spec Sheet)	7.00"
Height	13.75"
Width	7.00"

Photometrics

Color Rendering Index	90
Delivered Efficacy (Lumens/Watt)	37
Delivered Lumens	700
Kelvin Temperature	3000K

Primary Lamping

Expected Life Span	40000
Lamp Included	Integrated
Light Source	LED
Max or Nominal Watt	20W
# of Bulbs/LED Modules	2





Product/Ordering Information

SKU	49279BKLED
Finish	Black
Style	Contemporary
UPC	7.83928E+11

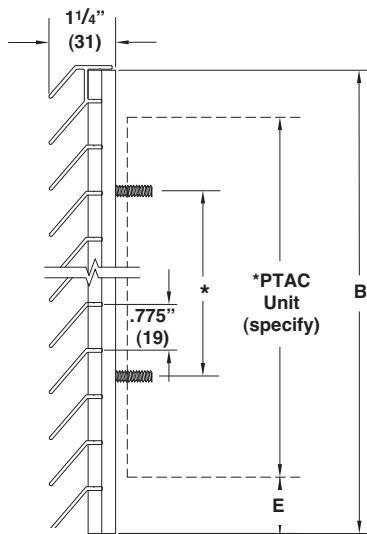
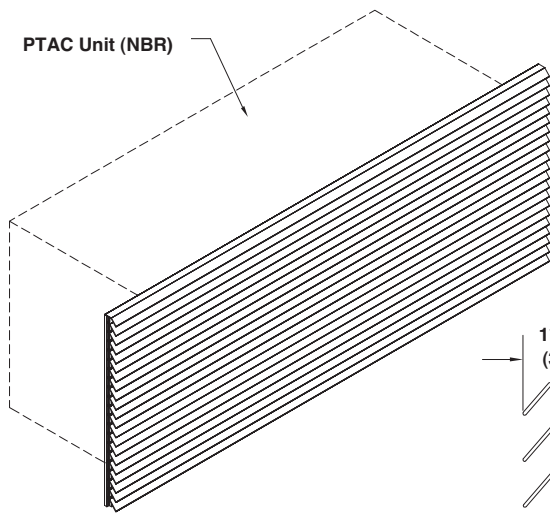
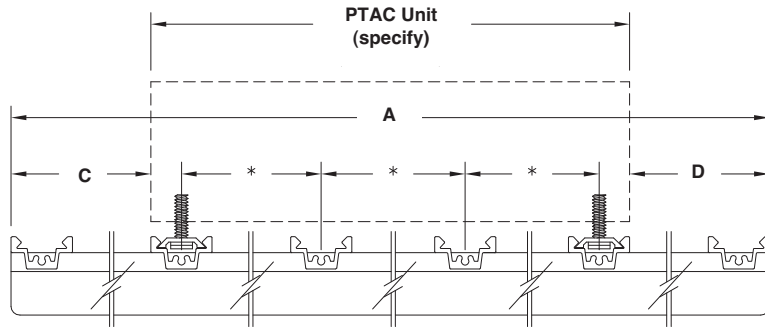
Specifications

Diffuser Description	Clear Tempered Glass
Material	ALUMINUM

Additional Finishes

-  Black
-  Platinum
-  Textured Architectural Bronze
-  White

AEL-42 PTAC APPLICATION



STANDARD CONSTRUCTION

- Extruded aluminum; 6063-T5
- 42° architectural decorative louver PTAC thru wall application

OPTIONS

- Clear or anodized finish
- Prime coat
- Baked Enamel (Kynar 50%)
- Pearledized 50 or 70
- Kynar 70%
- .040 (1) aluminum sheet
- .040 (1) aluminum (1 side) with 1" (25) insulation
- .040 (1) aluminum (2 sides) with 2" (51) insulation
- Other blankoff required
- Exterior mounting holes as required
- See AEL frames for perimeter frame options


VARIATIONS

- External drains
 - Using drain kits
- Internal drains
 - No drain holes in rear of louver
 - Drain holes for PTAC emergency over flow
- Unit type _____
- Model _____

Notes:

1. Face view for illustration purposes only.
2. Dimension "E" = bottom of louver to bottom of PTAC cabinet.
3. Dimensions in inches, parenthesis () indicate millimeters.

*Dimensions determined by unit, model, and type.

UNIT TYPE	UNIT MODEL NO.	ACTUAL SIZE					VARIATIONS
		A	B	C	D	E	
PROJECT ARCH./ENGR. REPRESENTATIVE	 WebREPS 1-800-810-3280	LOCATION CONTRACTOR DATE					



R A HOFFMAN ARCHITECTS INC

55 Plank Avenue Paoli, PA 19301 p 610.889.0660 f 610.889.0663 www.hoffman-architects.com

30 October 2025

Thomas Madden
Permit Coordinator, BCO
Borough of Phoenixville
351 Bridge Street 2nd Floor
Phoenixville, PA 19460

RE: Application for HARB Certificate of Appropriateness – Additions / Alterations
184 Bridge Street – Catemate, LLC (MainStay Inn)
Phoenixville Borough, Chester County, Pennsylvania

Dear Mr. Madden:

The following is in response to the initial HARB review recommendations from Barry Isett & Associates of the above project, dated October 28, 2025. Their comments are repeated, in italics, with our response immediately following. Please note we are requesting your permission to present some of the requested information at the HARB meeting on 11-3-25. Attached is a revised Main Stay Inn - HARB submittal .pdf dated 10-30-25 which contains additional information.

a. Brick

i. Comment: *The installation of the brick, to match existing and neighboring structures, is recommended.*

Response: The brick will match the existing size and texture of the existing Main Stay Inn brick.

ii. Comment: *Painting of the brick is not recommended.*

Response: Due to the poor condition of the existing brick, the amount of cutting, patching and tuck pointing that is necessary, and the inability to match the existing 1990 bricks and mortar, we are proposing painting the brick like many of the other older brick facades along Bridge Street.

iii. Comment: *Window openings – a soldier course of brick is recommended to align with the HARB period designs above all windows on the bridge street face.*

Response: a brick soldier course will be added to all openings in the brick facade on Bridge Street. See updated elevations in the attached revised Main Stay Inn – HARB Submittal .pdf dated 10-30-25.

iv. **Comment:** *New Panels – Material being used for the “composite panels” is needed for further review.*

Response: The fiber cement “composite” panels will be either Nichiha or Hardie with a fine texture in a color to match the area. (see rendering) The reveals between panels, and all edges, will be color matched. Samples will be brought to the meeting.

b. Windows / Doors

i. **Comment:** *4 light & 6 light windows are recommended. Exterior material of windows and doors is needed.*

Response: We looked at all window lite configurations. The individual lites in a 4-lite configuration have unappealing proportions. We believe the 6-lite configuration is too busy and visually distracting. We studied the 2-lite and 1-lite configurations, which matches many other windows along Bridge Street and felt the 2-lite configuration was a nice balance with appropriate proportions.

ii. **Comment:** *Front entry – Material and design information is needed.*

Response: We are proposing the front “exit” be black aluminum storefront similar to the Kawneer 451t system. See Product sheet in the attached Main Stay Inn – HARB Submittal .pdf dated 10-30-25.

c. Deck Railing / Gating

i. **Comment:** *Material for railing and deck gating are needed.*

Response: The deck railings will be black aluminum horizontal rods to maximize safety and minimize view obstruction and the fencing and gate at the transformer enclosure will be slightly wider vertical black aluminum due to their longer spans.

d. HVAC Screens

i. **Comment:** *Additional information is needed.*

Response: The HVAC units will be screened with a black aluminum enclosure, matching the windows, with an architectural louvered screen. See Product sheet in the attached Main Stay Inn – HARB Submittal .pdf dated 10-30-25.

e. Exterior Lighting

i. **Comment:** *Additional information for the design of the light fixture is needed.*

Response: The light fixture on the brick piers along Bridge Street and the brick piers supporting the new entry canopy on the side of the building will be Kichler, Wesley, 2 light LED wall lights, black, w/ up and down lighting. See Product sheet in the attached Main Stay Inn – HARB Submittal .pdf dated 10-30-25.


f. Side / ADA entrance

i. Comment: *Additional information is needed for the finishes of the elevated platform sides.*

Response: The entry canopy will be supported by structural tube steel columns painted black on brick piers matching those along Bridge Street. The canopy itself will have black aluminum skin.

Please contact me if there is any other documentation we can provide prior to the meeting on 11-3-25. Thank you for your prompt attention to our HARB application.

Sincerely,



Michael W. Aldrich, AIA, NCARB
Director of Commercial Architecture
R.A. Hoffman Architects, Inc.

Attachments

Personnel and Public Safety Committee Meeting
Wednesday, November 5, 2025
6:00 pm

MINUTES

Committee: Chairperson, Ms. Burckley, Mr. Strenfel, and Mr. Weiss
Mayor Urscheler

Staff: Mr. Krack, Ms. Getzfred, Chief Marshall, Chief Brazunas, and Ms. Donato (as needed).
Deputy Chief Wagner – TowerDIRECT

I. Call to Order at 6:05 pm. Mr. Strenfel excused.

II. Public Comment on Non-Agenda Items.

There was no public comment.

III. Committee Member Updates/Discussions.

There was no updates or discussion.

IV. New Business

A. Review of monthly Police, Fire and Ambulance Reports.

Ms. Burckley acknowledged receipt of the reports and asked if there was any additional information or questions. There were none.

B. Motion to recommend Borough Council appoint Linda Giovagnoli to the Human Relations Commission for the unexpired term ending March 31, 2027.

Ms. Giovagnoli gave information on her background and why she desired to be appointed to the Human Relations Council.

Ms. Burckley made a Motion to recommend Borough Council appointed Ms. Giovagnoli to the unexpired term ending March 31, 2027. Second by Mr. Weiss. Motion approved 2-0.

C. Motion to recommend Borough Council appoint Alexandra Moulton to the Human Relations Commission for the unexpired term ending March 31, 2027.

Ms. Burckley noted that with the election of Ms. McGhee to Borough Council that Ms. McGhee would need to resign from the HRC prior to being sworn in. This would create a second unexpired term ending March 31, 2028.

Ms. Moulton gave information on her background and why she desired to be appointed to the Human Relations Council.

Ms. Burckley made a Motion to recommend Borough Council appointed Ms. Giovagnoli to the unexpired term ending March 31, 2028 upon receipt of the resignation of Ms. McGhee. Second by Mr. Weiss. Motion approved 2-0.

- D. Motion to recommend Borough Council approve/deny stop sign on Columbia Avenue at Madison Avenue.

Chief Marshall provided background on the request and the results of his department's review of the location. Based on the study performed, there are no warrants for installing the additional stop signs.

Ms. Burckley asked if there was a Motion. There was none. As such, the request is deemed a denial.

- E. Discussion regarding crosswalk safety

Mr. Krack provided background on Staff's review of the approximately 475 crosswalks in the Borough and the difficulty of restriping all of them on an annual basis. He noted Staff will divide the locations into four quadrants so that all locations are restriped every four years. Additionally, high travel locations near parks and schools would be monitored on an annual basis.

Mr. Krack reported he received a request from the Business Manager for St. Mary of the Assumption requesting a crosswalk at St. Mary's Street and Dayton Street. Mr. Krack noted that the location would require significant construction improvements due to the current curblines and existing fire hydrant. He stated this would go to the ITTS Committee for their recommendation.

- F. Call for Residents interested in being appointed to various Boards and Commissions.

Ms. Burckley made the call for interested persons to apply for the various board and commissions.

- G. Motion to recommend Borough Council authorize the Civil Service Commission to begin the process of developing an Eligibility List for Patrol Officer for the Phoenixville Police Department.

Ms. Burckley made a Motion to recommend Borough Council authorize the Civil Service Commission to begin the process. Second by Mr. Weiss. Motion passed 2-0.

- H. Motion to cancel the December 2, 2025 Personnel and Public Safety Committee Meeting.

Mr. Weiss made a Motion to cancel the December 2, 2025 meeting. Second by Ms. Burckley. Motion passed 2-0.

- V. Old Business

- A. PXV Inside Out.

Mr. Krack reported that Staff was reviewing the 2025 season and would be providing recommendations for the 2026 season.

- B. Emergency Management.

Nothing new to report.

- C. Community Policing.

Nothing new to report.

- D. Retention/Recruitment Update

Chief Marshall provided information regarding a recommendation to provide additional compensation to the two Lieutenants.

Mr. Krack reiterated that management positions are outlined and come with specific salary and benefits which Council recognizes. He stated that based on parity in the three county region as well as parity with management staff he provided additional compensation to the 2026 Budget.

- VI. Public Comment

There was no public comment.

- VII. Adjournment at 7:00 pm by Mr. Weiss

Next Meeting Date: Tuesday, January 6, 2026, at 6:00 pm

Parks and Recreation Committee Meeting
Tuesday, October 21, 2025
6:00 pm

MINUTES

Committee: Chairperson, Mr. Moore, Ms. Burckley, Ms. Dugan, and Mr. Weiss

Public Members: Janet Hunter

Staff: Mr. Krack, Ms. Gibbons, Ms. Getzfread, Ms. Strunk, and Mr. Watson

- I. Call to Order at 6:15 pm.
- II. Public Comment on Non-Agenda Items. There were no public comment.
- III. Presentations. There were no presentations.
- IV. Committee Member Updates/Discussions. There were no updates.
- V. New Business
 - A. Review of Quarterly Recreation Board reports (Jan, Apr, Jul, & Oct only).

Ms. Hunter provided an update on the October Board Meeting including discussion regarding potential geocaching at various parks, sponsors for dog waste bags and update on the MDM Preserve..
 - B. Motion to recommend Borough Council approve a Temporary Community Event Application for Phoenixville Art Street Festival in the 100 and 200 Blocks of Bridge Street on Saturday, June 13, 2026, from 11:00 am to 5:00 pm. Bridge Street between Gay Street and Starr Street and the Main and Bridge Parking Lot to be closed. Conditioned upon receipt of valid Certificate of Insurance naming Borough as Additional Insured.

Ms. Dugan made a Motion to recommend Borough Council approve the Temporary Community Event as presented. Second by Ms. Burckley. Motion passed 3-0.
- VI. Public Comment. There was no public comment.
- VII. Adjournment at 6:10 pm by Ms. Burckley.

Next Meeting Date: Tuesday, November 18, 2025, at 6:00 pm.

**Policy Committee Meeting
Tuesday, October 28, 2025
Immediately following Finance Committee
Meeting which starts at 5:30 pm**

MINUTES

Committee: Chairperson, Mr. Carminito, Mr. Ewald, Mr. Kirkner, and Mr. Strenfel
Staff: Mr. Krack and Mr. Boelker

I. Call to Order at 6:45. Mr. Strenfel excused.

II. Public Comment on Non-Agenda Items

There were no public comments.

III. Committee Member Updates/Discussions

Mr. Kirkner asked whether the Policy Committee would consider a zoning ordinance amendment to require a conditional use for private detention facilities.

IV. New Business

A. Motion to recommend Borough Council adopt a Resolution setting forth the Policy for responding to Right to Know Law requested submitted to the Borough.

Mr. Kirkner made a Motion to recommend Borough Council adopt the Resolution as presented. Second by Mr. Carminito.

Ms. Hillie asked whether this would restrict her ability to submit a Right to Know Request. Mr. Krack explained the policy is intended to address requests which are being generated by anonymous persons or businesses.

Motion passed 3-0.

B. Motion to recommend Borough Council schedule and advertise an Ordinance amendment to Chapter 1 "Administration and Government".

Mr. Ewald made a Motion to recommend Borough Council schedule and advertise the ordinance amendment as presented. Second by Mr. Kirkner. Motion passed 3-0.

- C. Motion to recommend Borough Council schedule and advertise an Ordinance amendment to Chapter 15 “Motor Vehicles”.

Mr. Carminito made a Motion to recommend Borough Council schedule and advertise the ordinance amendment as presented. Second by Mr. Ewald. Motion passed 3-0.

- V. Old Business

- A. Enforcement of bans on reproductive health services.

- VI. Public Comment

There was no public comment.

- VII Adjournment at 6:57 by Mr. Kirkner.

Next Meeting Date: Tuesday, November 25, 2025, immediately following the Finance Committee which starts **at 5:30 pm.**

RESOLUTION NO. 2025 –

**BOROUGH OF PHOENIXVILLE
CHESTER COUNTY, PENNSYLVANIA**

**A RESOLUTION OF THE COUNCIL OF THE BOROUGH OF PHOENIXVILLE,
CHESTER COUNTY, PENNSYLVANIA, SETTING FORTH THE POLICY FOR
RESPONDING TO RIGHT TO KNOW LAW REQUESTS SUBMITTED TO THE
BOROUGH.**

WHEREAS, Pennsylvania Act 3 of 2008 entitled “The New Open Records Law” (“Act 3”) was enacted on February 14, 2008 with certain provisions becoming effective immediately, and certain provisions becoming effective on July 1, 2008 and January 1, 2009, adopted amendments to Pennsylvania's Right-to-Know Law, 65 P.S. §67.101, et seq. (the “Act”); and

WHEREAS, Act 3, and in particular Section 504 of the Act, permit an agency to promulgate regulations and policies necessary to implement the Act; and

WHEREAS, the Borough Council is desirous of open and efficient government in accordance with Pennsylvania Law; and

WHEREAS, the Borough Council desires to enact a policy to establish the procedure by which the Borough will address requests made to it for records under the Act.

NOW, THEREFORE, BE IT RESOLVED, as follows:

1. Phoenixville Borough Council hereby adopts the Borough of Phoenixville Policy for Right to Know Law Requests, which is attached hereto and incorporated herein as Exhibit “A”, and further authorizes the Borough staff to execute and implement said Policy on behalf of the Borough.

Passed by Borough Council this 12th day of November, 2025.

By: _____
Jonathan M. Ewald
President, Borough Council

Enacted this 12th day of November, 2025.

By: _____
E. Jean Krack, Borough
Manager/Secretary

I HEREBY CERTIFY that the foregoing is a true and correct copy of the said Resolution duly adopted at a regular meeting of Borough Council held on the 12th day of November, 2025.

By: _____
E. Jean Krack, Borough
Manager/Secretary

EXHIBIT A
Borough of Phoenixville Policy for Right to Know Law Requests

1. Submitting a request to the Borough under the Act

- a. In accordance with Section 504(b) of the Act, the following policy shall be posted on the Borough's website, together with contact information for the designated Open Records Officer(s) and the state Office of Open Records.
- b. All Right-to-Know Law requests shall be submitted on either the Office of Open Records uniform Standard Request Form as permitted by Section 505(a) of the Act, or on any form as may be created by the Borough and posted on the Borough website. Any request not submitted on a proper form, or not completed in its entirety will not be fulfilled.
- c. Any request made to the Borough under the Act shall meet all of the following procedural requirements.
 - i. Address and submit the request to the Borough Open Records Officer or noted designee;
 - ii. Utilize a proper form which is completed in its entirety;
 - iii. Identify the Record or Records requested with sufficient specificity to enable the Borough to determine which record is being requested; and
 - iv. Seek specific records, and not answers to questions.
- d. Only a natural person who is a legal resident of the United States, or an "Agency," as defined in the Act, is entitled to access to public records under the Act. If the Borough is not able to determine from the written request form whether the requester meets the definition of a proper requester under Section 102 of the Act, the request will be treated as an anonymous request.
- e. The Borough Open Records Officer will use discretion to determine whether a request has been filed anonymously. Where a request is determined to be anonymous, it will not be fulfilled.
- f. The Borough will not accept verbal requests for records under the Act. All requests must be submitted in writing and delivered by electronic mail or delivered to the Open Records Officer at the address posted on the Borough website.

- g. All requests are deemed received by the Borough when they are received by the Open Records Officer. Requests submitted after the close of regular business hours, or on a non-business day, shall be deemed to have been received by the Borough on the following regular business day. The regular business hours of the Borough are Monday through Friday, 9:00 a.m. to 12:00 p.m. and 1:00 pm. to 3:30 p.m.

2. **Borough Response to Request for Records**

- a. The Borough's response to a request for records shall be administered by the designated Open Records Officer, who shall determine whether the requested record is a public record.
- b. Upon receipt of a request for a record, the Open Records Officer shall:
 - i. Note the date of receipt on the written request;
 - ii. Compute the date on which the initial five-day response period will expire according to Section 901 of the Act;
 - iii. Direct requests to other appropriate individuals in the Borough;
 - iv. Maintain an electronic or paper copy of the written request, including all documents submitted with the request, until a response is issued. If the request is denied, the written request shall be maintained for thirty (30) days or, if an appeal is filed, until a final determination is issued pursuant to Section 1101(b) of the Act, or until the appeal is deemed denied;
 - v. Determine whether a fee is applicable to the request and, if so, whether the fee has been submitted with the request. The Borough shall assess fees in accordance with, and as permitted by, the Office of Open Records Fee Schedule.
- c. In the process of responding to a request, the Open Records Officer may, but is not required to, contact the requester to obtain additional information to assist the Borough in responding to the request.
- d. In calculating response deadlines under the Act, a business day does not include Saturday, Sunday or a Federal or State or Borough holiday. A business day also does not include any day when the Borough offices are closed pursuant to a decision by management, an unanticipated event such as a natural disaster, or at the direction of a local, State, or Federal agency or official. For example, in determining the end of the five-business-day

period, the day a Right-to-Know request is deemed received is not included in the count, such that if a Right-to-Know request is received by the Open Records Officer on a Monday, the Borough's response is not due until the following Monday, assuming there is no intervening holiday or closure of the Borough offices.

- e. If the Open Records Officer determines that additional time is required to fulfill the request beyond the initial five-business-day period, the Open Records Officer shall issue a letter to the requester during the initial period, informing the requester that the Borough is invoking an extension of time to respond, according to Section 902 of the Act.
- f. The Borough's response will either grant or deny a request for records. The Borough may also partially deny the request, permitting access to some, but not all, of the requested record.
- g. Information that is not subject to access and is redacted from a public record shall be deemed a denial.
- h. If the Open Records Officer determines that a record is subject to inspection, but a copy of the record cannot be provided to the requester, the Open Records Officer will notify the requester and schedule an appointment for the requester to review the record at the Borough administrative office. When a requester arrives at the Borough administrative office to review a record, the Open Records Officer or other designated Borough staff will, when necessary under the law or policy, accompany the requester for the duration of their review of the record, to ensure that no photographs, videos, or other duplication occurs.
- i. The Borough may deny a request if the requester has made repeated requests for the same record, and such repeated requests have placed an unreasonable burden on the Borough.
- j. Prepayment of an estimate of fees is required if access to the records is expected by the Open Records Officer to carry a cost to the Borough. If the actual cost is less than the estimate, the Open Records Officer shall return the difference to the requestor. If the actual cost is higher than the estimate, the requestor shall pay the difference prior to the copies being given or sent to the requestor.

- k. If the Open Records Officer responds to a requestor that a copy of the requested record is available to be picked up at the Borough administrative office and the requestor does not retrieve the record within sixty (60) days of the Borough's response, the Borough shall dispose of the copy and retain any fees paid to date.

3. Appeal of Borough's Denial of Access to a Record

- a. In addition to the provisions of Section 1-1005 of the Borough Ordinance, any person, other than the Borough or the requestor, who has a direct interest in a record that is the subject of an appeal filed by the requestor, may, within fifteen (15) days following receipt of actual knowledge of the appeal, but no later than the date on which the Office of Open Records issues a determination, file a written request for Direct Interest Participant Status to the Office of Open Records.

**INFRASTRUCTURE, TECHNOLOGY, TRANSPORTATION,
AND SUSTAINABILITY (ITTS)
COMMITTEE MEETING
Tuesday, October 21, 2025
immediately following the Parks and
Recreation Committee which starts at 6:00 pm.**

MINUTES

Committee: Chairperson, Mr. Weiss, Ms. Burckley, Mr. Moore, and Mr. Strenfel
Staff: Mr. Krack, Mr. Watson, and Ms. Getzfread

- I. Call to Order at 6:15 pm. Mr. Moore acting as chairman as Mr. Weiss excused.
- II. Public Comment on Non-Agenda Items. There was no public comment.
- III. Committee Member Updates/Discussions. There were no updates.
- IV. New Business

- A. No Right Turn on Red in Downtown.

Mr. Krack provided background on the request as well as the proposal from the Borough Traffic Engineer. Committee tabled this item until next month so that Mr. Weiss could participate in the discussion.

- B. Motion to recommend Borough Council adopt a Resolution authorizing the submission of a Local Share Account Statewide Grant for the Square at Bridge and Main Project.

Mr. Krack provided background on the grant request. Mr. Strenfel made a Motion to recommend Borough Council adopt the Resolution. Second by Ms. Burckley. Motion passed 3-0.

- V. Infrastructure

- A. Engineering Reports (Jan, Apr, Jul, Oct only)

Mr. Moore noted receipt of the reports and asked if there were any additional questions. There were none.

- B. Stormwater Management

Mr. Krack reported that likely due to the state budget not being passed, there has been no announcement of grant awards one of which is for the stormwater line

replacement on Third Avenue. He also reported that due to the potential need for easements, the Cedar Avenue upgrade project will likely be pushed into 2026.

C. Phoenix Wheel

Mr. Krack reported the foundation has been constructed. The next step is to install the two support units which should be completed by the middle of November. Work will continue on The Wheel itself off-site with the final installation in March of April. The project is expected to be completed by the end of April 2026.

D. Borough Properties and Habitat for Humanity

Mr. Krack reported that Habitat and Petra are working towards plan submissions for the two location previously identified for affordable housing. Habitat is expected to take ownership of the property on Church Street for a 40-50 unit housing project. More information will be forthcoming after the first of the year.

F. Borough Parking Lots

Mr. Krack provided an update on the installation of the shelters for the remaining four kiosks at Wheatland, Prospect, Mill and Ashland Streets.

VI. Transportation

A. Bridge and Starr Street

Mr. Krack reported the project received the required HOP permit from PennDOT and that all grant contracts have been received. The engineer is now working on the bid package for review by the Borough Solicitor. He expects bids to go out by end of year or early in January with construction to start in March or April 2026.

B. Paradise Street – Phase 2

Mr. Krack reported the project is contingent upon receipt of a CDBG Grant which HUD has not yet released the funds. This is being impacted by the federal government shutdown. The engineer is now working on the bid package for review by the Borough Solicitor. He expects bids to go out by end of year or early in January with construction to start in March or April 2026. This assumes receipt of the grant funding.

C. Paradise Street Emergency Access

This item has been completed and will be removed from the Agenda.

D. Bridge and Nutt – 23 Corridor Improvements

Mr. Watson reported the replacement of signals and control boxes are expected to begin in November 2025 and the construction and realignment of Bridge Street and Nutt Road would begin in March 2026.

E. Trails – Fillmore Street Tunnel Inspection

Mr. Krack reported the French Creek Trail stabilization project is completed and that it will be paved within the next couple of weeks. He also reported that Council approved the tunnel inspection and that should start in the next couple of weeks.

F. Starr Street (SR 0029) and 2nd Avenue Project

Mr. Krack reported that Council approved the design and engineering. He expects that will take several months to complete which should align with potential construction grant opportunities.

G. Bump outs/Rain gardens

Mr. Krack reported he expects the proposal to construct the bulb out on Bridge Street should be available for the next committee meeting.

VII. Sustainability

A. PXVNEO

Mr. Watson provided an update on the installation of the odor reducing equipment which is expected to be received by end of the year.

B. Solar Installation - Rec Center

Mr. Krack reported the Borough Engineer is working through the design and engineering. Once the County signs the grant contract, the Borough can order the required panels. Currently there is enough supply to avoid tariff increases.

VIII. Technology Updates

A. Monthly Reports

Mr. Moore noted receipt of the reports.

IX. Public Comment

X. Adjournment at 7:00 pm by Ms. Burckley

Next Meeting Date: Tuesday, November 18, 2025, immediately following the Parks and Recreation Committee which starts at 6:00 pm.

FINANCE COMMITTEE MEETING

Tuesday, October 28, 2025

5:30 pm

MINUTES

Committee: Chairperson Ms. Dugan, Mr. Carminito, Mr. Ewald, and Mr. Kirkner

Staff: Mr. Krack, Ms. Getzfread, Ms. Koza-Lubinsky, Ms. Donato, and Ms. Niemczuk

I. Call to Order at 5:30 pm

II. Public Comment on Non-Agenda Items

There were no public comments.

III. Committee Member Updates/Discussions

Mr. Kirkner made a Motion to waive the late fees and penalties on Utility bills and to not shut off water for Residents impacted by the Government shut down. Second by Mr. Ewald. Motion passed 4-0.

IV. New Business

A. Motion to recommend Borough Council approve the 2025 pre-paid dated 9/1/2025 - 9/30/2025 in the amount of \$2,056,919.39.

Mr. Carminito made a Motion to recommend Borough Council approve the pre-paid as presented. Second by Mr. Kirkner. Motion passed 4-0.

B. Motion to recommend Borough Council approve the 2025 pre-paid Credit Card Statement dated 9/1/2025 - 9/30/2025 in the amount of \$39,460.31.

Mr. Kirkner made a Motion to recommend Borough Council approve the pre-paid as presented. Second by Mr. Carminito. Motion passed 4-0.

C. Motion to recommend Borough Council approve the 2025 pre-paid ACH dated 9/30/2025 in the amount of \$62,402.53.

Mr. Kirkner made a Motion to recommend Borough Council approve the pre-paid as presented. Second by Mr. Carminito. Motion passed 4-0.

D. Motion to recommend Borough Council adopt a Resolution approving the proposed 2026 Master Schedule of Fees.

Mr. Kirkner made a Motion to recommend Borough Council adopt the Resolution as presented. Second by Mr. Carminito. Motion passed 4-0.

E. Motion to recommend Borough Council adopt a Resolution Appointing an Independent Auditor for Fiscal Year 2025.

Mr. Kirkner made a Motion to recommend Borough Council adopt the Resolution as presented. Second by Mr. Ewald. Motion passed 4-0.

- F. Motion to recommend Borough Council adopt a Resolution authorizing the submission of State or Federal No-Match Requirement Grants for the Police Department for 2026.

Mr. Kirkner made a Motion to recommend Borough Council adopt the Resolution as presented. Second by Mr. Carminito. Motion passed 4-0.

- G. Review and discussion regarding 2026 Enterprise Funds and General Fund.

Ms. Koza-Lubinsky reported there were no changes being recommended from the presentation of the Enterprise Funds last month.

Ms. Koza-Lubinsky reported on the information contained in the 2026 draft General Fund Budget which included various capital requests and personnel requests.

Ms. Donato reported on the information contained in the personnel requests.

Chief Marshall provided information on his request for changes in the administration of his office.

Mr. Boelker and Ms. Getzfread provided information on the request for additional codes inspector.

After discussion among committee members, the requested capital requests will come from Fund Balance. Staff will present a draft budget at the November 12, 2026 Council meeting which will include the capital and personnel requests.

Mr. Ewald noted that this is a draft budget and that Staff and Council will be making further adjustments as new information is received that is not yet available.

Mr. Kirkner made a Motion that Staff present the 2026 Draft budget at the Council meeting on November 12, 2025 which contains the information from General Fund and Enterprise Funds as presented this evening. Seconded by Mr. Ewald. Motion passed 4-0.

- V. Public Comment

There was no public comment.

- VI. Adjournment at 6:38 pm by Mr. Kirkner.

Next Meeting Date: Tuesday, November 25, 2025, **at 5:30 pm**