

PHOENIXVILLE BOROUGH COUNCIL

Tuesday, May 12, 2026

7:00 PM

AGENDA

- I. Pledge of Allegiance/Moment of Silence
- II. Roll Call – Borough Manager
- III. Public Comment
- IV. Presentations
 - A. 2025 Audit – Dale Umbenhauer, Maille, LLP.
- V. Consent Agenda
 - A. Approval of April 14, 2026, Regular Meeting Minutes.
 - B. Items from Historical and Architectural Review Board:
 - 1. Motion to approve the Certificate of Appropriateness for signage at 18 Gay Street, Unit B.
 - C. Items from Parks and Recreation Committee:
 - 1. Motion to approve a Temporary Community Event Application for the Andre Thornton Day at Andre Thornton Park on Saturday, September 19, 2026, from 1:00 pm to 4:00 pm. North Main Street to be closed between Vanderslice Street and High Street from 9:00 am to 6:00 pm. Conditioned upon receipt of valid Certificate of Insurance naming Borough as Additional Insured.
 - 2. Motion to approve a Temporary Community Event Application for the Steps Toward Recovery Community Walk at Reeves Park on Saturday, August 22, 2026, from 10:00 am to 4:00 pm. Conditioned upon receipt of valid Certificate of Insurance naming Borough as Additional Insured.
 - D. Items from Finance Committee:
 - 1. Motion to approve the 2026 Pre-Paid dated 3/1/2026 - 3/31/2026 in the amount of \$2,010,558.22.
 - 2. Motion to approve the 2026 Pre-Paid Credit Card Statement dated 3/1/2026 - 3/31/2026 in the amount of \$34,692.20.
 - 3. Motion to approve the 2026 Pre-Paid ACH dated 3/31/2026 in the amount of \$68,049.10.

4. Motion to approve Budget Increase 2026-05 from Sanitation Restricted Fund Balance in the amount of \$22,250 to Solid Waste (2-Yd Steel Rear Load Dumpster) to replenish inventory of 2-yard rear load dumpsters.
5. Motion to approve Budget Increase 2026-06 from Parking Fund Balance in the amount of \$90,000 to Parking (Engineering Services) For engineering services required for the submission of a PennDOT National Electric Vehicle Infrastructure (NEVI) Grant and match.
6. Motion to approve Budget Transfer 2026-02 from Police Protection (PPA Wages) in the amount of \$59,000.00 to Police Protection (Motorola In Car/Portable Radios and System) for new Motorola radio equipment required by Chester County Emergency Services due to change in equipment.

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. Motion to award the Starr Street Extension Project contract to Construction Masters Services, LLC in the amount of \$2,262,744.70 as the lowest responsible bidder as recommended by Traffic Planning and Design contingent upon Chester County Department of Community Development approval.

X. Public Hearings

XI. Resolution/Ordinances

- A. Motion to adopt a Resolution acknowledging Ed Lantzy for his service on the Recreation Board.
- B. Motion to adopt a Resolution acknowledging Kevin Zwick for his service on the Human Relations Commission.
- C. Motion to adopt an Ordinance amendment to Chapter 6, "Conduct," For the purpose of adding a new Part 13 "Immigration Enforcement" of the Code of Phoenixville Borough.
- D. Motion to adopt an Ordinance amendment to Chapter 1, "Administration and Government," to add a new Part 13 "Preservation of Borough Records" of the Code of Phoenixville Borough.
- E. Motion to recommend Borough Council adopt a Resolution declaring Phoenixville Borough's intent to follow the schedules and procedures for disposition of records as set forth in the Pennsylvania Municipal Records Act of 1968 and the Municipal

Records Manual, approved December 16, 2008, last revised March 28, 2019, as amended from time-to-time.

- F. Motion to adopt a Resolution Authorizing the purchase of certain Real Estate located at 17 Cromby Road pursuant to a certain Agreement of Sale.
- G. Motion to approve a Resolution for the submission of a Chester County CDBG Grant for the Square @ Bridge and Main – Downtown Park.
- H. Motion to adopt a Resolution officially accepting the dedication by Bill of Sale, the 119 Main Street, LLC improvements at 119 Main Street.

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 signage at 99 Bridge Street.
 - 2. Motion to approve the Certificate of Appropriateness for signage at 231-233 Bridge Street.
- B. Planning Commission - Mr. Moore
- C. Phoenixville Regional Planning Committee – Mrs. McGhee
- D. Recreation Board – Ms. Dugan
- E. Tree Advisory Commission – Mr. Weiss
- 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 - Mrs. Vogel
 - 1. Motion to schedule and advertise an Ordinance amendment to Chapter 6, “Conduct,” For the purpose of adding Part 13 “Immigration Enforcement” new Sections 6-1302 and 6-1303 of the Code of Phoenixville Borough.
 - 2. Motion to schedule and advertise an ordinance amendment to Chapter 15 “Motor Vehicles”.
 - 3. Motion to schedule and advertise an ordinance amendment to Chapter 16 “Parks and Recreation”.

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:

Parks and Recreation Committee May 19 – 6:00 pm

Infrastructure Committee May 19 – Immediately following Parks and Rec

Finance Committee May 26 – 5:30 pm

Policy Committee May 26 – 6:00 pm

HARB June 1 – 5:00 pm

Tree Advisory Commission June 1 – 6:00 pm

Personnel/Public Safety Committee June 2 – 6:00 pm

Civil Service Commission June 2 – 7:00 pm

Human Relations Commission June 3 – 5:00 pm

Borough Council June 9 – 7:00 pm

Planning Commission June 11 – 6:00 pm

Recreation Board June 15 – 6:30 pm

Employee Service Anniversaries – May

Dani Wade, Police Secretary – 28 years

Brian Watson, Public Works Director – 22 years
Dina Donato, Human Resources Director – 20 years
Dave Haney, Assistant Public Works Director – 12 years
Matt Keefe, Streets Superintendent – 7 years
Erin Dougherty, Human Resources Assistant – 3 years
Tom Drakeford, Streets Laborer II – 1 year

PHOENIXVILLE BOROUGH COUNCIL

Tuesday, April 14, 2026

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
Mrs. Budnik	Present
Ms. Dugan	Present
Mrs. McGhee	Present
Mr. Moore	Present
Mrs. Vogel	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. Swearing in.

A. Swearing in of full-time Firefighter Dylan Moran

Chief Brazunas introduced Firefighter Dylan Moran and provided a brief biography of his accomplishments.

Mr. Ewald swore in Dylan Moran as a Firefighter with the Phoenixville Fire Department.

B. Swearing in of part-time Firefighter Brandon Fink

Chief Brazunas introduced Firefighter Brandon Fink and provided a brief biography of his accomplishments.

Mr. Ewald swore in Brandon Fink as a Firefighter with the Phoenixville Fire Department.

C. Swearing in of part-time Firefighter Justin Finn

Chief Brazunas introduced Firefighter Justin Finn and provided a brief biography of his accomplishments.

Mr. Ewald swore in Justin Finn as a Firefighter with the Phoenixville Fire Department.

D. Swearing in of Patrol Officer Brett Sneeringer

Chief Marshall introduced Officer Brett Sneeringer and provided a brief biography of his accomplishments.

Mayor Urscheler swore in Officer Brett Sneeringer with the Phoenixville Police Department.

VI. Public Comment

Sharon Pronchik, resident. She stated she recently attended the Tree Advisory Committee meeting, and she is here tonight to express her concerns on the removal of (5) five mature trees on Fourth Avenue in March. She expressed concerns that the removal came without warning to the residents. Many of her neighbors had their sidewalks repaired to accommodate these trees. She stated the trees were not in the 2026 tree removal list and she found out that along with these trees (45) forty-five additional trees were removed by PECO. She believes PECO can't remove trees in the borough without the permission of the borough. She is concerned about the lack of transparency between the borough, the TAC, and the residents.

Joan Beregi, resident. She expressed her concerns on the tree removals in the borough. She stated she saw no signs of the root rot she was told was the reason for the removal of the trees. She explained that the river birch trees that are being planted as part of the replacement program are no better than the oaks being removed. She shared the reasons why planting river birch is not good choice for street trees including how shallow the roots grow, that you can't plant anything else around the trees and that their shallow growth will damage the sidewalk.

Doug Christman, resident. He stated he believes this has been a rough month for the public trees in the borough. He understands that some of the trees had to go and he understands why but he feels guilty that he knew nothing about the tree removal plan and didn't pay enough attention, didn't get involved, and didn't speak out. He urged the Council to proceed with caution and restraint and to prioritize the pruning of trees over their removal. He expressed concern on trees near his home being removed specifically three trees on the 400 block of Main Street.

Andrea Wren-Hardin, resident. She expressed her love for the town and stated she is thrilled that she moved here. She echoed support for some of the comments that have

already been made this evening. She stated she wanted to focus on the need to hire a Borough Arborist. After attending the latest TAC meeting, she learned the borough doesn't currently have an arborist and she is requesting that every tree that's not yet been removed on the 2026 removal list be reviewed, and also that the reasons those trees need to be removed be added to that list. She requested the removal of trees and the creation of the 2027 removal list be placed on a moratorium until a new arborist is in place to do the assessments and evaluations of the trees being considered for removal. She stated her concerns for the removal of trees at the proposed development on Vanderslice Street and she asked the Planning Commission and Tree Advisory Commission to work together to prevent the clear cutting of all the sycamore trees on the property slated for development.

Ryan Mercovich, resident. He stated he is here to talk about trees and agrees with the request of a moratorium on the removal of trees until an arborist is hired to better assess why these trees need to be removed. Particularly canopy trees, which are uniquely beneficial to a town. They do give the town a lot of character, they also provide a lot of economic and ecological impact to the town. He stated that while removals are paused, the funds that are allocated for tree maintenance can be used for pruning. Pruning requests have not really been taken into consideration, it seems, over recent years. There's been a lot of comments about requests made to prune that weren't addressed or were ignored.

V. Presentations – None

Mr. Ewald stated that prior to tonight's meeting the Council met in Executive Session to discuss a matter of personnel related to an open police officer position, and a matter of attorney-client privilege discussion related to the Zoning Hearing Board application for 151 Columbia Avenue.

VI. Consent Agenda:

- A. Approval of March 10, 2026, Regular Meeting Minutes.
- B. Items from HARB.
 - 1. Motion to approve the Certificate of Appropriateness for signage at 35 Bridge Street.
 - 2. Motion to approve the Certificate of Appropriateness for signage at 99 Bridge Street.
- C. Items from Parks and Recreation Committee.
 - 1. Motion to approve a Temporary Community Event Application for the Phoenixville Car Show on Sunday, June 21, July 19, August 16 and September 20, 2026, from 12:00 noon to 4:00 pm in the Main and Bridge Street Parking Lot. Conditioned upon receipt of all fees and valid Certificate of Insurance, naming Borough as Additional Insured.
 - 2. Motion to approve a Temporary Community Event Application for the Blobfest 5K, 10K, and Half Marathon on the Schuylkill River Trail on

Sunday, July 12, 2026 from 7:00 am to 11:00 am. Conditioned upon receipt of all fees and valid Certificate of Insurance naming Borough as Additional Insured.

3. Motion to approve a Temporary Community Event Application for Phoenixville First Responders Appreciation Day on Thursday, August 6, 2026, from 6:00 pm to 8:30 pm at the Recreation Center Parking Lot at 501 Franklin Avenue.
4. Motion to approve a Temporary Community Event Application for the 4th Annual Mrs. Roper Romp in the 100 and 200 Block of Bridge Street and the Bridge and Main Street Parking Lot on Saturday, September 19, 2026, from 11:00 am to 11:00 pm. Conditioned upon receipt of valid Certificate of Insurance naming Borough as Additional Insured.
5. Motion to approve a Temporary Community Event Application for the Alianzas & People's Light Cultural Diversity Festival in Reeves Park on Saturday, September 26, 2026, from 1:00 pm to 5:00 pm. Conditioned upon receipt of valid Certificate of Insurance naming Borough as Additional Insured.
6. Motion to approve a Temporary Community Event Application for the Shoes 'N Brews 26.2 Mile Running Event using the Schuylkill River Trail under the Veteran's Memorial Gay Street Bridge on Sunday, October 4, 2026 from 9:30 am to 12:00 noon. Conditioned upon receipt of valid Certificate of Insurance naming Borough as Additional Insured.
7. Motion to approve a Temporary Community Event Application for the 40th Annual Phoenixville Run 5K and 10K Running Races from Reeves Park to the Schuylkill River Trail on Saturday, October 24, 2026 from 7:00 am to 11:30 am. Second Avenue to be closed between Main Street and Starr Street from 7:00 am to 11:30 am. Conditioned upon receipt of valid Certificate of Insurance naming Borough as Additional Insured.
8. Motion to approve a Temporary Community Event Application for the Orion Wellness Harvest Market in Reeves Park on Saturday, October 31, 2026 from 11:00 am to 5:00 pm. Second Avenue and Third Avenue to be closed between Main Street and Starr Street from 9:00 am to 6:00 pm. Conditioned upon receipt of valid Certificate of Insurance naming Borough as Additional Insured.
9. Motion to approve a Temporary Community Event Application for the Phoenixville Bed Races Event on Saturday, November 7, 2026 from 11:00 am to 2:00 pm. Third Avenue to be closed between Main Street and Starr Street from 9:00 am to 2:30 pm. Conditioned upon receipt of all fees and valid Certificate of Insurance naming Borough as Additional Insured.

D. Items from Finance Committee.

1. Motion to approve the 2026 Pre-Paid dated 2/1/2026 - 2/28/2026 in the amount of \$1,129,814.78.
2. Motion to approve the 2026 Pre-Paid Credit Card Statement dated 2/1/2026 - 2/28/2026 in the amount of \$17,016.29.

3. Motion to approve the 2026 Pre-Paid ACH dated 2/26/2026 in the amount of \$75,801.67.
4. Motion to approve Budget Increase 2026-02 from General Fund Balance in the amount of \$7,875.00 to Streets Department (Contract Services) for ADA Ramps at St Mary's and Dayton Streets.
5. Motion to approve Budget Increase 2026-03 from Water Fund Balance in the amount of \$130,677.69 to Water Distribution (Contract Services) for Emergency Water Main Breaks.
6. Motion to approve the Staff recommendation for suggested Accounts Receivable write-offs for 2025.

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

Motion Approved 8-0.

VII. Communications/Council Participation

Mr. Ewald reminded the public that TAC does meet on May 4th at 6 p.m. in this room for all things street trees. He knows the borough takes this task very seriously and much of the information on either the pruning or the cutting list is on the website. He stated the Borough has very talented staff that also has great skills using the ESRI GIS program that does great mapping work for the borough that shows the location of all of the shade trees.

Mr. Denlinger stated that if anyone has any specific concerns about particular developments and trees involved in those particular developments, developments are discussed at the Planning Commission. He confirmed the next meeting of the Planning Commission is on May 14th at 6 pm here in Council Chambers.

VIII. Mayor's Report

Mayor Urscheler thanked everyone joining us here in person, and also those of you who are joining us virtually and for allowing us to take the time this evening to celebrate all of our new firefighters and our police officer. He reminded the public that the Annual Dogwood Festival is coming up in May from the 13th through the 16th and always ends on Armed Forces Day with the parade on May 16th. The parade will start at the Recreation Center, and it will come through downtown, and then end at Reeves Park.

Mr. Denlinger stated the Borough did advertise for a Zoning Hearing Board hearing tomorrow night. The applicant did withdraw that application, so tomorrow night's Zoning Hearing Board hearing and meeting has been cancelled.

IX. 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

- B. Interview applicants interested in being appointed to the Recreation Board.

Mr. Ewald explained the process for the interview and called up the applicants starting with Emily Yatron.

Mr. Ewald asked Emily Yatron to step forward to address the Council.

Ms. Yatron introduced herself and provided her background as a Borough resident. She expressed her desire to be appointed to the Recreation Board.

Mr. Ewald asked Ms. Yatron what drew her to the Recreation Board over any of the other boards and commissions

Ms. Yatron stated there's a lot of boards that she would love to be involved with Rec Board specifically, there was an opening which was a big part of it. She explained that she works for an engineering consulting company as a graphic designer and landscape designer. She stated in her current role she is involved with a lot of park and playground design, a little bit of trail work, development work and comprehensive plans.

Ms. Burckley asked Ms. Yatron if she has a particular park or recreation facilities that she enjoys the most here in Phoenixville.

Ms. Yatron stated she is a fan of the trails as she uses them when walking her dog and she really loves Reservoir Park and the disc golf course. It's one of her favorites in all southeast PA that she's been to, and she also takes her dog up there to run around. Even back in January and February, when it was really miserable and icy, it's just a great park.

Ms. Dugan asked Ms. Yatron if she has had any opportunities to attend events in the Borough like Dogwood, Firebird or Fall Fest.

Ms. Yatron stated she has been in town during the road closures, she has attending the Punk Rock Flea Market and takes part in a book club.

Ms. Dugan asked how Ms. Yatron find the opening on the Rec Board. Did you look online or were you recommended by a friend or neighbor.

Ms. Yatron she stated she was looking to get involved in the community. As part

of her work she attends Planning Commission, Board of Supervisors and Park and Recreation meetings. She stated in the (5) five years she has been attending the meetings she has developed a strong admiration for all of the volunteer that goes into making local government and she really wants to get involved.

Ms. Yatron stated that she is a certified Parks and Recreation professional, which she believes will assist her on the Recreation Board.

Mr. Ewald asked Ms. Yatron if she is not chosen this evening for the Recreation Board is she still interested being considered for other boards or commissions.

Ms. Yatron confirmed she would be willing to serve on any board or commission.

Mrs. McGhee asked Ms. Yatron to explain the meaning of a Certified Parks and Recreation professional.

Ms. Yatron explained the certification is for people who work closely with the parks departments however many of her clients are small municipalities and she wanted to obtain the certification to serve her clients better and allow them to apply for grant funding and increase their opportunities for funding.

Mr. Ewald asked Allison Peffle to step forward to address the Council.

Ms. Peffle introduced herself and provided her background as a Borough resident and her tenure on the Recreation Board. She expressed her desire to be reappointed to another term on the Recreation Board.

Mr. Ewald asked if there were any questions for Ms. Peffle.

Mr. Weiss asked Ms. Peffle if she has any experiences that you bring with you outside of your direct experience on the board that would be relevant for this reappointment.

Ms. Peffle stated her (25) twenty-five years of teaching has equipped her understand program planning and the needs of the children in the community.

Mr. Moore asked Ms. Peffle what value do the contributions from the Rec Board add to the way the Borough runs the Recreation Department.

Ms. Peffle stated she feels the recommendations from the Rec Board are unbiased and not from a staff member who is directly involved in making the decisions.

Mrs. Vogel asked what her thoughts on how the Phoenixville community has grown and the available park spaces.

Ms. Peffle stated growing up in the borough, from when she was a kid she always

liked the Halloween parade. She knows it's a sore subject, but it is a tradition that she misses. She never thought she would live in the Borough as an adult but now she is here loving it and raising her family here.

Ms. Burckley asked what project or one thing she is most proud of or excited about. What does she look forward to if she continues to serve.

Ms. Peffle stated making the recommendations that have improved the parks like the Morris Street Park that was just refinished and the discussion being held for a tot lot at the Virginia Avenue Park. She looks forward to working with the Rec Board to possibly bring the Halloween Parade back.

Mrs. McGhee asked Ms. Peffle would continue to be involved if she is not reappointed.

Ms. Peffle explained she is close with Ms. Gibbons at the Recreation Department and she would continue to volunteer her time during Halloween, at the Fall Fest and at the programs and open houses at the Recreation Center.

Mr. Ewald asked Janet Hunter to step forward to address the Council.

Ms. Hunter introduced herself and provided her background as a Borough resident and her tenure on the Recreation Board. She expressed her desire to be reappointed to another term on the Recreation Board.

Mr. Ewald asked if there were any questions for Ms. Hunter.

Ms. Burckley asked Ms. Hunter what one of her most memorable or exciting thing she has worked on and what one thing would want to see through if you are reappointed.

Ms. Hunter stated she has (2) two, the first being the All Abilities Playground and the move from the Civic Center to the new Recreation Center. The center is absolutely amazing with so many programs available to the residents. She is most excited for more open space in the Borough like the MDM Preserve.

- C. Motion to appoint/reappoint two persons to the Recreation Board for the term expiring April 30, 2030.

Ms. Dugan made a Motion to reappoint Janet Hunter to the Recreation Board for the term expiring April 30, 2030. Seconded by Ms. Burckley.

Motion Approved 8-0.

Ms. Dugan made a Motion to reappoint Allison Peffle to the Recreation Board for the term expiring April 30, 2030. Seconded by Ms. Burckley

Motion Approved 8-0.

- D. Motion to appoint one person to fill the vacant position on the Recreation Board for the term expiring April 30, 2028.

Ms. Dugan made a Motion to appoint Emily Yatron to fill the vacant position on the Recreation Board for the term expiring April 30, 2028. Seconded by Mrs. McGhee.

Motion Approved 8-0.

X. New Business

- A. Motion to authorize a conditional offer of employment for Patrol Officer pending Act 120 Certification and the satisfactory completion of Medical Examination and Psychological Testing.

Ms. Burckley made a motion to authorize a conditional offer of employment for Patrol Officer to Brian C. Moore pending Act 120 Certification and the satisfactory completion of Medical Examination and Psychological Testing. Seconded by Mr. Moore.

On the Question:

Mr. Moore clarified for the record the offer is not for him but another Brian C. Moore.

Motion Approved 8-0.

- B. Review ZHB Application from the owner of 151 Columbia Avenue seeking a variance from Sections 27-301.1.A.(1), 27-301.1.A.(4), and 27-301.1.D. of the Borough Zoning Ordinance.

Mr. Denlinger explained the Staff brings the Zoning Hearing Board applications before Council, for their consideration. This zoning application is for 151 Columbia Avenue, which is a through lot. The rear yard has frontage on the abutting street, which is Montgomery Avenue. The applicant is proposing to subdivide the property into three lots. The application proposes cutting the lot in half. The existing single-family home would remain on Columbia Avenue, and two lots would then be newly created along Montgomery Avenue. On those two lots, a twin-style or semi-detached dwellings would be built, one on each plot. In order to pursue this project, the applicant is seeking three variances.

The first is to allow for a Build to line of 15 feet. The way our Zoning Ordinance works is you have to have a Build to line that's similar to the other properties on

the block. However, most of the other properties that are built on the block were built when front yard parking was permitted. The Borough's Zoning Ordinance no longer allows front yard parking, The size of the front yards that those other properties have would not match what would be required today.

They also have a variance for the lot depth. The Zoning Ordinance does require that if you have what I'll call a through lot, a street-to-street lot, that you cut it in half. But it also requires that the depth of a lot does not exceed the other similar depths of lots in the block by more than 10%. However, the roads are not exactly parallel as they expand on one side, so it is impossible to cut this property in half and keep it within 10% of the other similar properties in the block.

The last variance is to allow for a new building type on the block in order to build a twin building, with two single-family units. There are townhomes on the block and if they could fit, this applicant would be able to build townhomes. They're actually proposing a residential use that is less intense than what would be otherwise permitted. Because there are no other twins on the block, they need a variance for the construction of a twin building.

Mr. Denlinger stated as Council knows, typically you let Zoning Hearing Board handle applications unless the Council feels strongly one way or the other. If you do feel strongly the Council could either authorize him to send a letter with the Council's position on the application, or to attend, the hearing on Council's behalf to represent your position.

Ms. Burckley stated that if the Council takes no action the Zoning Hearing Board function as they normally would.

No action taken.

- C. Motion to award the Paradise Street Improvement – Phase 2 Project contract to Marino Corporation in the amount of \$1,408,884.60 as the lowest responsible bidder as recommended by the Borough Traffic Engineer contingent upon Chester County Department of Community Development approval.

Mr. Weiss made a Motion to award the Paradise Street Improvement – Phase 2 Project contract to Marino Corporation in the amount of \$1,408,884.60 as the lowest responsible bidder as recommended by the Borough Traffic Engineer contingent upon Chester County Department of Community Development approval. Seconded by Ms. Burckley.

Motion Approved 8-0.

- D. Motion to adopt the Investment Policy Statement for Phoenixville Borough Firefighter Pension Plan.

Ms. Burckley made a Motion to adopt the Investment Policy Statement for Phoenixville Borough Firefighter Pension Plan. Seconded by Mr. Weiss.

Motion Approved 8-0.

- E. Motion to approve the Second Amendment to Water Supply Agreement with Aqua Pennsylvania, Inc.

Mr. Weiss made a Motion to approve the Second Amendment to Water Supply Agreement with Aqua Pennsylvania, Inc. Seconded by Mr. Moore.

Motion Approved 8-0.

XI. Public Hearings

None.

XII. Resolutions/Ordinances

- A. Motion to approve a Resolution for the submission of a DCNR Grant for the Square @ Bridge and Main – Downtown Park.

Ms. Burckley made a Motion to approve a Resolution for the submission of a DCNR Grant for the Square @ Bridge and Main – Downtown Park. Seconded by Mr. Weiss.

Motion Approved 8-0.

- B. Motion to adopt a Resolution for Plan Revision for New Land Development for Kindergarten Center Development Sewer Tap-ins, Sewer Extension, and Pump Station as required by DEP.

Mr. Moore made a Motion to adopt a Resolution for Plan Revision for New Land Development for Kindergarten Center Development Sewer Tap-ins, Sewer Extension, and Pump Station as required by DEP. Seconded by Mrs. McGhee.

On the Question:

Mr. Denlinger clarified that this plan revision is for a sewer planning module. The development plan is not being revised.

Motion Approved 8-0.

- C. Motion to adopt a Resolution officially accepting the dedication by Bill of Sale of certain improvements constructed as a part of the Odessa Water/Sewer Project.

Mr. Moore made a Motion to adopt a Resolution officially accepting the dedication by Bill of Sale of certain improvements constructed as a part of the Odessa Water/Sewer Project. Seconded by Mr. Weiss.

Motion Approved 8-0.

XIII. Reports of Committees, Boards, and Commissions

- A. Historical and Architectural Review Board – Ms. Dugan
- B. Planning Commission - Mr. Moore
- C. Phoenixville Regional Planning Committee – Mrs. McGhee

Mrs. McGhee reported the topic of conversation at the Meeting has been data centers. Specifically, where they would be built and everyone is concerned with making the right decisions.

- D. Recreation Board – Ms. Dugan

Ms. Dugan reported on the upcoming programs and camps available through the Recreation Department including Mindful Movement Yoga, watercolor workshops, Mental Health Fun Day, park clean up days and the First Friday Kids Zone in the Main and Bridge Street Parking Lot.

- E. Tree Advisory Commission – Mr. Weiss

Mr. Weiss reported there is a lot of attention on our trees right now. There have recently been some trees removed by PECO that caught many members of the public and some members of the Tree Advisory Committee off guard. He reiterated that it has always been the intention of the Borough and the Tree Advisory Committee, by extension, to do the best at maintaining our urban tree canopy. This can be a challenging balancing act of ensuring the long-term vision of the Borough's canopy, ecological concerns ranging from habitat maintenance to concerns around invasive species, infrastructure concerns with power lines, etc., and of course, the safety of borough residents. These recent removals have triggered a review of our processes to see if, where, and how the Tree Advisory Committee and the Borough can best serve the community

F. Human Relations Commission – Ms. Burckley

Ms. Burckley reminded the commission meets on the first Wednesday of the month at the Recreation Center and the public is always welcome to the meetings.

XV. Council Action referred from:

A. Personnel and Public Safety Committee – Ms. Burckley

1. Motion to authorize the Civil Service Commission to begin the process of developing an Eligibility List for Patrol Officer for the Phoenixville Police Department and to approve a budget increase of \$13,000 for testing, interviews and background checks.

Ms. Burckley made a Motion to authorize the Civil Service Commission to begin the process of developing an Eligibility List for Patrol Officer for the Phoenixville Police Department and to approve a budget increase of \$13,000 for testing, interviews and background checks. Seconded by Mrs. McGhee.

On the Question:

Ms. Burckley explained the current list is exhausted and with the potential of resignations and retirements we're testing more often, that's the rationale for the budget increase for that testing.

Motion Approved 8-0.

B. Parks and Recreation Committee – Mr. Moore

1. No action to report.

C. Policy Committee – Mrs. Vogel

1. Motion to schedule and advertise an Ordinance amendment to Chapter 6, "Conduct," For the purpose of adding a new Part 13 "Immigration Enforcement" of the Code of Phoenixville Borough.

Mrs. Vogel made a Motion to schedule and advertise an Ordinance amendment to Chapter 6, "Conduct," For the purpose of adding a new Part 13 "Immigration Enforcement" of the Code of Phoenixville Borough. Seconded by Ms. Burckley.

On the Question:

Mrs. Vogel explained the language of the Ordinance is for the 287G

agreements and the commitment to not enter into a 287G.

Mr. Ewald stated he appreciates all the work that's gone into this, both between Staff and our policy members, to come up with this, and come up with it quickly, and intelligently.

Motion Approved 8-0.

2. Motion to schedule and advertise an Ordinance amendment to Chapter 1, "Administration and Government," to add a new Part 13 "Preservation of Borough Records" of the Code of Phoenixville Borough.

Mrs. Vogel made a Motion to schedule and advertise an Ordinance amendment to Chapter 1, "Administration and Government," to add a new Part 13 "Preservation of Borough Records" of the Code of Phoenixville Borough. Seconded by Ms. Burckley.

On the Question:

Mrs. Vogel explained this ordinance lays out the length of time the Borough keeps its records.

Motion Approved 8-0.

- D. Infrastructure/Technology/Transportation/Sustainability Committee – Mr. Weiss
 1. No action to report.
- E. Finance Committee – Ms. Dugan
 1. No action to report.

XV. Public Comment

Heidi Warning, resident and Tree Advisory Commission member. She stated she is here in support of the residents on their concerns for the removal of shade trees. She asked the Council for the following. The complete list of trees slated for recent and upcoming removal, be provided to TAC ahead of time and posted publicly. That lack of transparency is frustrating and avoidable. A closer, more proactive partnership between TAC and the Borough would prevent this, and she urges the Council to support this. The community deserves clarity on who makes removal decisions and the criteria used. Those reasons should be made public. Finally, the TAC is currently an advisory committee, and we can only advise on items brought to our attention in a timely manner. She stated she agrees with Mr. Ewald that we have many skilled people working hard for this community, and their efforts are appreciated. I only want to ensure that we are all working together to maintain and improve Phoenixville.

Andrew Dunn, resident. He thanked everyone who has already spoken about the trees and it was awesome seeing so many other people concerned about the trees as he is. He stated there has been a lot of studies about how canopy levels help decrease temperatures in homes, so this is something that, especially with rising energy costs throughout the country, that increasing our tree canopy and maintaining it is something that can help residents lower their electric bills.

XVI. Communications/Council Participation

Mr. Ewald thanked the Public Works employees for their hard work behind the scenes. He stated crews have been working on a ten-hour deployment to on the water system.

XVII. 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

XVIII. Adjournment

8:35pm. Ms. Burckley made a Motion to Adjourn. Seconded by Mr. Weiss

E. Jean Krack
Borough Manager

Transcribed by: Jennifer Logan
Administrative Assistant
April 2026





JOB DESCRIPTION

Client: Advanced Movement + Balance

Description: Double-Sided Dibond Sign and Window Graphic

Size: Dibond Sign: 18" H x 18" W, Window Graphic: 33.92" H x 36" W

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5/8/2026

**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 10, 2026	March 31, 2030
Thomas Carnevale	April 12, 2011	March 10, 2026	March 31, 2030
Jahan Tavangar	November 12, 2024		March 31, 2027
Brian Moore - Council Liaison			January 3, 2028

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 13, 2026	January 31, 2031
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
Emily Yatron	April 14, 2026		April 30, 2028
Vacant			April 30, 2029
Joellen Nicholson	May 13, 2025		April 30, 2029
Janet Hunter - Chairperson	January 1, 2008	April 14, 2026	April 30, 2026
Allison Peffle	May 11, 2021	April 14, 2026	April 30, 2026
Dave Gill	May 10, 2010	March 14, 2023	April 30, 2027
Dana Dugan - Council Liaison	April 27, 2010		January 3, 2028

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 10, 2026	March 31, 2030
Matthew McCloskey - BCO	September 12, 2023		N/A
Dana Dugan - Borough Council			January 3, 2028

Borough Council - 4 Year Term	Appointed	Reappointed	Term Expiration
Klementina Budnik	February 10, 2026		January 3, 2028
Beth Burckley - Vice President	January 2, 2018	January 5, 2026	January 6, 2030
Dana Dugan	January 4, 2010	January 5, 2026	January 6, 2030
Jonathan Ewald - President	January 4, 2016	January 2, 2024	January 3, 2028
Koretta McGhee	January 5, 2026		January 6, 2030
Brian Moore - Assistant Secretary	January 6, 2020	January 2, 2024	January 3, 2028
Tanya Vogel	January 5, 2026		January 6, 2030
Brian Weiss	January 6, 2020	January 2, 2024	January 3, 2028
Peter Urscheler - Mayor	January 2, 2018	January 5, 2026	January 6, 2030

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	January 31, 2032
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
Brian Weiss			January 3, 2028

Human Relations - 3 Year Term	Appointed	Reappointed	Term Expiration
Vacant			March 31, 2029
Jasmine Joyner - Chairperson	May 13, 2025	March 10, 2026	March 31, 2029
Alexandra Moulton - Vice Chairperson	November 12, 2025		March 31, 2028
Rev. Lee Paczulla	March 8, 2022	April 8, 2025	March 31, 2028
Linda Giovagnoli	November 12, 2025		March 31, 2027
Beth Burckley - Council Liaison			January 3, 2028

Other Appointments	Appointed	Reappointed	Term Expires
Emergency Management Coordinator Karin Williams	January 1, 2015		N/A
Vacancy Board Chairman Richard Kirkner	January 5, 2026		December 31, 2026

RESOLUTION 2026 -

BOROUGH OF PHOENIXVILLE

**A RESOLUTION OF GRATITUDE FOR THE PUBLIC SERVICE OF ED LANTZY
AS A MEMBER OF THE RECREATION BOARD FOR THE BOROUGH OF
PHOENIXVILLE, CHESTER COUNTY, PENNSYLVANIA.**

WHEREAS: Ed Lantzy served diligently and honorably as a Member of the Phoenixville Recreation Board since January 1, 2006; and

WHEREAS: Mr. Lantzy provided an invaluable service to the Phoenixville Recreation Board during that time; and

WHEREAS: Borough Council wishes to express its thanks and full appreciation to Ed Lantzy for all of his efforts and commitment to the Recreation Board while performing his duties.

NOW THEREFORE BE IT RESOLVED: By the Borough Council of the Borough of Phoenixville that Ed Lantzy is recognized and publicly acknowledged for his commitment and efforts in performing his duties and further does offer their best wishes in his future endeavors.

PASSED by Borough Council this 12th day of May, 2026.

By: _____
Jonathan M. Ewald
President, Borough Council

ENACTED this 12th day of May, 2026.

By: _____
E. Jean Krack
Borough Manger/Secretary

RESOLUTION 2026 -

BOROUGH OF PHOENIXVILLE

A RESOLUTION OF GRATITUDE FOR THE PUBLIC SERVICE OF KEVIN ZWICK AS A MEMBER AND CHAIRPERSON OF THE HUMAN RELATIONS COMMISSION FOR THE BOROUGH OF PHOENIXVILLE, CHESTER COUNTY, PENNSYLVANIA.

WHEREAS: Kevin Zwick served diligently and honorably as Chairperson and member of the Phoenixville Human Relations Commission since September 10, 2024; and

WHEREAS: Mr. Zwick provided an invaluable service to the Phoenixville Human Relations Commission during that time; and

WHEREAS: Borough Council wishes to express its most sincere gratitude and appreciation to Kevin Zwick for all of his efforts and commitment to the Borough in performing his numerous and dedicated responsibilities over the past two years.

NOW THEREFORE BE IT RESOLVED: By the Borough Council of the Borough of Phoenixville that Kevin Zwick is recognized and publicly acknowledged for his commitment and efforts in performing his duties and further does offer their best wishes in his future endeavors.

PASSED by Borough Council this 14th day of May, 2026.

By: _____
Jonathan M. Ewald
President, Borough Council

ENACTED this 12th day of May, 2026.

By: _____
E. Jean Krack
Borough Manger/Secretary

RESOLUTION NO. 2026 -

**BOROUGH OF PHOENIXVILLE
CHESTER COUNTY, COMMONWEALTH OF PENNSYLVANIA**

A RESOLUTION DECLARING PHOENIXVILLE BOROUGH'S INTENT TO FOLLOW THE SCHEDULES AND PROCEDURES FOR DISPOSITION OF RECORDS AS SET FORTH IN THE PENNSYLVANIA MUNICIPAL RECORDS ACT OF 1968 AND THE MUNICIPAL RECORDS MANUAL, APPROVED DECEMBER 16, 2008, LAST REVISED MARCH 28, 2019, AS AMENDED FROM TIME-TO-TIME.

WHEREAS, the Borough Council of Phoenixville Borough, Chester County, Pennsylvania, hereby acknowledges that a Local Government Records Committee of the Pennsylvania Historical and Museum Commission, Division of Archival and Records Management Services was created by the Pennsylvania State Legislature, the Municipal Records Act, 53 Pa.C.S.A. §§ 1381, *et seq.*, as amended (the "Act"), and empowered thereby to make rules and regulations for the disposition and management of municipal records; and

WHEREAS, the Borough of Phoenixville desires to dispose of municipal records according to the Act and in accordance with the schedule and procedures of the Municipal Records Manual (MRM) issued by the Local Government Records Committee; and

WHEREAS, a schedule of said Phoenixville Borough records and their disposition are outlined in the attached Exhibit "A"; and

WHEREAS, to the extent that the records outlined in the attached Exhibit A are subject to destruction in accordance with the latest update of the Municipal Records Manual, such records may be retained for a period longer than prescribed therein at the discretion of the Borough Manager/Secretary and/or their designee for so long as such records are considered to be of administrative value; and

WHEREAS, in accordance with the Act, each individual act of disposition shall be approved by resolution of the governing body of the municipality.

NOW, THEREFORE, BE IT RESOLVED by the Borough Council of the Borough of Phoenixville, that it intends to follow the schedules and procedures for disposition of records as set forth in the Municipal Records Manual approved December 16, 2008, last revised March 28, 2019, and as may be further amended from time to time.

[Signature page for Resolution No. 2026-__]

APPROVED and **RESOLVED** at a public meeting of the Phoenixville Borough Council, Chester County, Pennsylvania, this 12th day of May, 2026.

PHOENIXVILLE BOROUGH COUNCIL

By: _____
Jonathan M. Ewald
President, Borough Council

ENACTED this 12th day of May, 2026.

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 by a majority vote of the Borough Council at a regular meeting held on the 12th day of May, 2026 and said Resolution has been recorded in the Minutes of the Borough of Phoenixville and remains in effect as of this date.

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

EXHIBIT "A"
DISPOSITION OF RECORDS

Annual Records Disposition Table

Year(s) of Record	Record Type	Destroy after End of Year	MRM REF.
	<u>ADMINISTRATIVE & LEGAL</u>		
All records 2025 & earlier	Duplicate files, drafts, edited copy, proofs, research docs, general correspondence, and other general records and materials created or received in the course of administering specific programs and providing basic municipal services by the Borough that are no longer of administrative value.	2025	AL-1
All records 2025 & earlier	All duplicate copies of agendas, other than the official agenda copy.	2025	AL-2
All records 2019 & earlier	Bonds, Performance and Security.	2025	AL-4
All records 2025 & earlier	Superseded or revoked Bylaws, Regulations and Rules of Order.	2025	AL-5
All unsuccessful bids submitted prior to 2023; All general written contracts, proposals terminated prior to 2020; All construction contracts terminated prior to 2012	Contract Files for Bids/Proposals/Contracts/Leases/ Agreements.	2025	AL-8
All records 2025 & earlier	Superseded or obsolete Disaster Plans for Municipal Facilities.	2025	AL-10
All records 2020 & earlier	Ethics Commission Statements of Financial Interest.	2025	AL-12
All records 2025 & earlier	Grant Files and Unfunded Grant Applications, per grant agency Requirements.	2025	AL-14
All records 1995 & earlier	Hazardous Substance Survey Forms (HSSF) (if records relating to heath and exposure of employee, HSSFs for employees terminated or departed prior to 1996).	2025	AL-15
All records 2017 & earlier	Environmental Review Papers for Historic Preservation Documentation submitted to the PA Historical & Museum Commission.	2025	AL-16
All records 2019 & earlier	All settled insurance claims and supporting papers; All expired insurance policies, contracts and supporting papers provided all claims have been settled.	2025	AL-17
All records 2015 & earlier	Legislative Investigation Records, provided State Archives have been contacted regarding records' historical value.	2025	AL-18
All records 2023 & earlier	Closed Non-Precedential Litigation Case Files having no administrative value.	2025	AL-19
All records 2018 & earlier	Liquid Fuel Tax Records.	2025	AL-20

All records 2025 & earlier	All obsolete and superseded mailing lists.	2025	AL-21
All records 2020 & earlier	Master Property and Equipment/Fixed Assets Inventories. All obsolete and superseded inventories.	2025	AL-22
All records 1995 & earlier	Material Safety Data Sheets (MSDS) (if records relating to health and exposure of employee, MSDSs for employees terminated or departed prior to 1996).	2025	AL-23
All records 2025 & earlier	Recordings of Public Meetings, provided official minutes have been approved.	2025	AL-24
All records 2024 & earlier	Municipal Liens -- all satisfied Municipal Liens and supporting Documentation.	2025	AL-25
All records 2019 & earlier	Municipal Obligations -- all files on canceled Bonds/Coupons, Notes and paid off loans.	2025	AL-26
All records 2025 & earlier	All settled or resolved Notices of Violation of the Municipal Ordinance and related documents.	2025	AL-28
All records 2019 & earlier	Oaths of Municipal Officials.	2025	AL-29
All records 2022 & earlier	All expired licenses or denied applications for vendors, peddlers, trash collectors, flea markets, yard sales, entertainment and recreational events or explosive licenses records.	2025	AL-30
All records 2020 & earlier	Petitions that have not resulted in an ordinance or charter change.	2025	AL-31
All records 2025 & earlier	Photographs no longer of administrative value.	2025	AL-32
All records 2025 & earlier	Press releases no longer of administrative value.	2025	AL-33

Annual Records Disposition Table			
Year(s) of Record	Record Type	Destroy after End of Year	MRM REF.
	<u>EMERGENCY SERVICES</u>		
All records 2022 & earlier	Audio tapes and logs	2025	ES-1
All records 2022 & earlier	All superseded Comprehensive Emergency Management Plans and Records.	2025	ES-2
All records 2018 & earlier	Trip Reports.	2025	ES-3
All records 2022 & earlier	Incident cards and reports.	2025	ES-4
All records 2015 & earlier	Quality Assurance Reviews.	2025	ES-5
All records 2022 & earlier	Dispatch Logs	2025	ES-6

Annual Records Disposition Table

Year(s) of Record	Record Type	Destroy after End of Year	MRM REF.
	<u>FINANCIAL & PURCHASING</u>		
All records 2018 & earlier	Treasurer's Reports and other records showing a year-end or other summary of receipts, disbursements and other activity against each account.	2025	FN-1
All records 2018 & earlier	Accounts Payables, including: Bills, Check Vouchers, Invoices, Purchase Orders and Requisitions, and other Records of Payment for Goods and Services.	2025	FN-2
All records 2018 & earlier	Accounts Receivable Documents, Files, and Ledgers.	2025	FN-3
All records 2020 & earlier	Annual Audits/Surveys of Financial Condition and Tax Information submitted to PA DCED.	2025	FN-4
All files 2018 & earlier	Duplicate copies and workpapers regarding the Annual Budget.	2025	FN-5
All records 2020 & earlier	Accounting notes and papers used in preparation of the official audit reports.	2025	FN-7
All records 2018 & earlier	Balance Sheets.	2025	FN-8
All records 2018 & earlier	Bank Statements and Reconciliations.	2025	FN-9
All records 2018 & earlier	Cancelled/Voided Checks.	2025	FN-10
All records 2018 & earlier	Check Registers.	2025	FN-11
All records 2022 & earlier	Daily Cash Records.	2025	FN-12
All records 2018 & earlier	Deposit Slips.	2025	FN-13
All records 2022 & earlier	Depreciation Schedules.	2025	FN-14
All records 2018 & earlier	Employee Expense Reports.	2025	FN-15
All records 2023 & earlier	Periodic Financial Statements.	2025	FN-16
All records 2019 & earlier	Canceled Investment Records.	2025	FN-17
All records 2018 & earlier	Purchase Orders and supporting documents.	2025	FN-18
All records 2019 & earlier	Purchasing File (specifications, bids, quotes, contracts, RFPs, contracts and other related papers.	2025	FN-19

All records 2023 & earlier	Supply Requisitions.	2025	FN-20
All records 2025 & earlier	Suspended or obsolete Surplus Property Logs.	2025	FN-21
All records 2022 & earlier	Surplus Property Sale Files.	2025	FN-22
All records 2018 & earlier	Utility and Paid Service Receipts.	2025	FN-23
All records 2025 & earlier	Obsolete/Superseded Vendor Files.	2025	FN-24
All records 2018 & earlier	Voucher files.	2025	FN-25

Annual Records Disposition Table			
Year(s) of Record	Record Type	Destroy after End of Year	MRM REF.
	<u>FIRE</u>		
All records 2020 & earlier	Certification of Service for paid and volunteer fire fighters submitted to the Auditor General.	2025	FR-2
All records 2022 & earlier	Daily Activity Reports.	2025	FR-3
All records 2022 & earlier	Daily Bulletins/Blotters/Dispatchers Logs regarding time and location of all calls received for fire services.	2025	FR-4
All records 2018 & earlier	Drill reports.	2025	FR-5
All records 2022 & earlier	Incident reports on routine activities and other periodic reports.	2025	FR-6
All records 2025 & earlier	Equipment Assignment Records that are no longer of administrative value.	2025	FR-7
All records 2025 & earlier	Fire safety inspection records for superseded or obsolete automated sprinkler systems.	2025	FR-9
All records 2015 & earlier	Fire Safety Inspection Records: All building surveys and inspection records and notices of violations.	2025	FR-9
All records 2025 & earlier	Hydrant records: all superseded or obsolete location listings and maps.	2025	FR-10
All records 2023 & earlier	Hydrant records: major maintenance/testing records for hydrants that are removed or replaced.	2025	FR-10
All records 2014 & earlier	Fire Investigation reports (routine).	2025	FR-11
All records 2025 & earlier	Equipment and maintenance logs/inspection reports for equipment no longer owned by the Borough.	2025	FR-12
All records 2023 & earlier	Fire alarm box test records.	2025	FR-12

Annual Records Disposition Table

Year(s) of Record	Record Type	Destroy after End of Year	MRM REF.
	<u>INFORMATION TECHNOLOGY</u>		
All records 2021 & earlier	Computer Inventory records of licensed software, including address or mailbox data, for computers that have been removed from service or reassigned.	2025	IT-1
All records 2024 & earlier	Computer systems documentation for hardware and software that has been migrated to a new system.	2025	IT-2
All records 2024 & earlier	Equipment and Network Usage Documentation that has been updated or superseded.	2025	IT-3
All records 2025 & earlier	Equipment Records for equipment no longer in service.	2025	IT-4
All records 2024 & earlier	Computer Usage Files.	2025	IT-5
All records 2024 & earlier	Network and PC password and security Identifications.	2025	IT-6
All records 2025 & earlier	System Architecture Documents and Wiring Schemas for networks no longer in existence.	2025	IT-7
All records 2024 & earlier	Operating System and Hardware Conversion Plans for equipment no longer in use.	2025	IT-8
All records 2025 & earlier	Disaster Preparedness and Recovery plans that have been superseded or revised.	2025	IT-9
All records 2025 & earlier	Superseded System Back Up Files	2025	IT-10
All records 2024 & earlier	Computer system security records.	2025	IT-11
All records 2025 & earlier	Input Documents that are no longer of administrative value.	2025	IT-12
All records 2025 & earlier	User Requests for IT Services.	2025	IT-13
All records 2025 & earlier	Network Implementation Project Files that have been superseded.	2025	IT-14

Annual Records Disposition Table

Year(s) of Record	Record Type	Destroy after End of Year	MRM REF.
	<u>PARKS & RECREATION</u>		
All records 2022 & earlier	Accident/Incident Reports.	2025	PR-1
All records 2022 & earlier	Citations.	2025	PR-2
All records 2020 & earlier	Operations and Maintenance Records of sites and Equipment.	2025	PR-3
All records 2023 & earlier	Park Program files.	2025	PR-5
All records 2020 & earlier	Park Rules and Regulations that have been revoked or superseded.	2025	PR-6
All records 2022 & earlier	Park Use Records.	2025	PR-7

Annual Records Disposition Table

Year(s) of Record	Record Type	Destroy after End of Year	MRM REF.
	<u>PAYROLL</u>		
All records 2018 & earlier	Cancelled Payroll Checks.	2025	PL-1
All records 2021 & earlier	Employee Payroll Adjustment Records.	2025	PL-2
All records 2020 & earlier	Individual Employee's Earnings Record -- terminated employees without post-termination benefits and employees terminated with post-termination benefits that have received payment for all post-termination benefits.	2025	PL-3
All records 2021 & earlier	Payroll Deduction Authorizations that have been cancelled or superseded.	2025	PL-4
All records 2021 & earlier	Payroll Reports.	2025	PL-5
All records 2018 & earlier	Year-to-Date Annual Payroll reports that are posted to an individual employee's earning record.	2025	PL-5
All records 1975 & earlier	Year-to-Date Annual Payroll reports that are not posted to an individual employee's earning record.	2025	PL-5
All records 2018 & earlier	Payroll Voucher (Check) Registers.	2025	PL-6
All records 2022 & earlier	Pension Files for individual employees that have been fully paid out.	2025	PL-7
All records 2015 & earlier	Pension Plan Data Sheets (submitted to the PA Public Employee Retirement Commission.	2025	PL-8
All records 2019 & earlier	Pension Plan Administrative Records (terms and conditions of pension benefits, actuarial evaluations, reports, data sheets, etc.)	2025	PL-10
All records 2021 & earlier	Quarterly Returns of Withholding of Federal Income Tax from employee pay reports.	2025	P-11
All records 2021 & earlier	Quarterly Statements of State and Local Taxes withheld from employee pay.	2025	PL-12
All records 2021 & earlier	Social Security Reports of withholdings from employee pay.	2025	PL-13
All records 2022 & earlier	Time Cards and Attendance Records (including vacation/leave slips, work schedules).	2025	PL-14
All records 2021 & earlier	Unemployment Compensation Records (contributory form UC-2/2A/2B and Supporting Records) of contributions	2025	PL-15

All records 2021 & earlier	Wage and Tax Statements (W-2 Forms) four years after due date of tax.	2025	PL-16
All records 2021 & earlier	Withholding Allowance Certificates (W-4) after new certificates are filed or employment is terminated.	2025	PL-17

Annual Records Disposition Table

Year(s) of Record	Record Type	Destroy after End of Year	MRM REF.
	<u>PERSONNEL</u>		
All records 2025 & earlier	Duplicate Administrative Organizational Charts no longer of administrative value.	2025	PS-1
All records 2023 & earlier	Applications for Employment and other pre-employment records for persons not hired.	2025	PS-2
All records 2025 & earlier	Civil Service Commission records (other than those filed in individual personnel files, including announcements, test outlines, examination histories, eligibility lists, correspondence, etc. no longer of administrative value.	2025	PS-3
In compliance with retention regulations promulgated by the appropriate licensing agency	Commercial Drivers License (CDL) Records.	2025	PS-4
All records 2025 & earlier	Emergency Information Sheets that are obsolete or Superseded.	2025	PS-5
All records 2020 & earlier	Settled Employee Health Insurance Claim Files	2025	PS-6
All records 2020 & earlier	Terminated Employee Medical Records with Post-Termination Benefits	2025	PS-7
All records 2020 & earlier	Terminated Employee Medical Records without Post-Termination Benefits	2025	PS-7
All records 2020 & earlier	Terminated Employee Personnel Records with Post-Termination Benefits	2025	PS-8
All records 2020 & earlier	Terminated Employee Personnel Records without Post-Termination Benefits	2025	PS-8
All records 2022 & earlier	Equal Employment Opportunity Records -- compliance reports and related records.	2025	PS-9
All records 2021 & earlier	Equal Employment Opportunity Records -- resolved discrimination complaint case files.	2025	PS-9
All records 2025 & earlier	Job Descriptions all versions except current version and one prior revision.	2025	PS-10
All records 2023 & earlier	Job Announcements for filled positions	2025	PS-10
All records 2019 & earlier	Labor Negotiation Files.	2025	PS-11
All contracts expired 2005 & earlier	Expired Labor Union Contracts.	2025	PS-12
All records 2022 & earlier	Resolved Union Grievances	2025	PS-13
All records 2021 & earlier	Worker Compensation Claims -- settled claims	2025	PS-14
All records 2015 & earlier	Worker Compensation Claims (no separation agreement involved; with suspension agreement).	2025	PS-14

Annual Records Disposition Table

Year(s) of Record	Record Type	Destroy after End of Year	MRM REF.
	<u>PLANNING & ZONING/CODE ENFORCEMENT</u>		
All records 2025 & earlier	Aerial Photographs that have been superseded or obsolete.	2025	PZ-1
All records 2025 & earlier	Building and Housing Construction Records for demolished commercial buildings and structures.	2025	PZ-2
All records 2020 & earlier	Building and Housing Construction Records for noncommercial buildings and structures for which a certificate of occupancy has been issued or final approval has been granted (if no certificate of occupancy is issued).	2025	PZ-2
All records 2025 & earlier	Building Permits and Applications for demolished commercial buildings and structures.	2025	PZ-3
All records 2020 & earlier	Building Permits and Applications for noncommercial buildings and structures for which a certificate of occupancy has been issued or final approval has been granted (if no certificate of occupancy is issued).	2025	PZ-3
All records 2022 & earlier	Complaints, Citations, Notices of Violation and Investigations that have been resolved.	2025	PZ-5
All records 2018 & earlier	Contractor's Licensing Records (plumbers, electrician and other trade licenses, applications for licenses and tests to determine licensing).	2025	PZ-7
In accordance with retention requirements of the appropriate administering/ funding/ licensing agency	Economic Development and Redevelopment Files.	2025	PZ-9
All records 2020 & earlier	Flood Plain Management records (annual reports submitted to the PA Department of Community and Economic Development. NOT including variances to Flood Plain Regulations.	2025	PZ-10
All records 2025 & earlier	Extra copies of Maps and Plats, including community facilities, zoning, flood plain, geologic survey, land use, subdivision, topographic, water and soil that are superseded or obsolete. One original copy shall be permanently retained for administrative, legal and historical purposes.	2025	PZ-11

Annual Records Disposition Table

Year(s) of Record	Record Type	Destroy after End of Year	MRM REF.
	<u>POLICE</u>		
All records 2023 & earlier	Animal Law Enforcement records.	2025	PO-1
All records 2023 & earlier	Bicycle registration records.	2025	PO-2
All records 2020 & earlier	Calibration Records (chemical analysis intoxilizer, vehicle speedometer, radar, vehicle and other speed measuring devices).	2025	PO-3
All records 2022 & earlier	Traffic and Non Traffic (Summary) Citations (not part of Criminal History Case File).	2025	PO-4
All records 2025 & earlier	Community Relations Files that are no longer of administrative value.	2025	PO-5
All records 2022 & earlier	Complaints/Incident Reports/Offense Reports/Initial Activity Reports (Police Day Book) that are not part of a Criminal History File.	2025	PO-6
All records 2025 & earlier	Court Orders not part of a Criminal History Case File that are no longer of administrative or legal value.	2025	PO-7
All records 2005 & earlier	Criminal History/Investigatory Case Files – Closed Minor Cases.	2025	PO-8
All records 2020 & earlier	Criminal History/Investigatory Case Files – Closed Summary Cases.	2025	PO-8
All records 1949 & earlier	Criminal History/Investigatory Case Files – Homicides/Suspicious Deaths.	2025	PO-8
All records 2023 & earlier	Criminal History Dissemination Records to other law enforcement agencies or criminal information systems for case files no longer kept.	2025	PO-9
All records 2022 & earlier	Daily Activity Reports; cell supervision sheets, patrol logs, police equipment and vehicle sign-out logs, assignment sheets, officer activity reports, sign-in logs, work schedule.	2025	PO-10
All records 2022 & earlier	Dispatcher's Logs	2025	PO-11
All records 2023 & earlier	Departmental Firearms and Ammunitions Records: Obsolete or superseded records of assigned weapons and other equipment.	2025	PO-12
All records 2023 & earlier	Hunting Accident Reports.	2025	PO-13
All records 2018 & earlier	Internal Affairs Cases incident logs	2025	PO-14
All records 2022 & earlier	Internal Affairs Cases of employees no longer employed by the Department and closed unsubstantiated charges files	2025	PO-14
All records 2022 & earlier	K9 Corps Records, including veterinary and training records for retired/deceased dogs	2025	PO-15

All records 2024 & earlier	Master Name Index that is no longer of administrative Value.	2025	PO-16
All records 2024 & earlier	All closed missing persons files.	2025	PO-17
All records 2020 & earlier	Motor Vehicle Accident Reports (not part of Criminal History Case File).	2025	PO-18
All records 2023 & earlier	Police Requests for Removal of Abandoned or Impounded Vehicles.	2025	PO-18
All records 2024 & earlier	Motor Vehicle Records: paid parking violations (tickets) and recommendations for special driver's examinations.	2025	PO-18
All records 2023 & earlier	PA Uniform Crime Reporting Program Worksheets and Printouts.	2025	PO-19
All records 2022 & earlier	Expired permits and related applications for handicapped parking, parades, special events, peddling/soliciting, inflammables and explosives.	2025	PO-20
All records 2019 & earlier	Records of Property (Found, Recovered, Evidence) that is no longer in custody of the Police Department if record is not part of a Criminal History Case File.	2025	PO-21
All records 2022 & earlier	Detention reports that are not part of a Criminal History Case File.	2025	PO-22
All records 2021 & earlier	Detention Inspection Reports (PA Department of Corrections).	2025	PO-22
All records 2024 & earlier	Records of towing services for which fines have been paid.	2025	PO-23
All records 2025 & earlier	Tow truck operator's schedules that are no longer of administrative value.	2025	PO-23
All records 2025 & earlier	Training records (including training materials, reports, grants and studies created by the police department) that are no longer of administrative value.	2025	PO-24
All records 2025 & earlier	Vacation/vacant house check records not used for evidence.	2025	PO-25
All records 2025 & earlier	Video/audio tapes used to document officer activity while on duty that are not used as evidence (30 days).	2025	PO-26
All records 2025 & earlier	Waivers/Release forms completed by citizens releasing police from injury or damage claims that are no longer of administrative and legal value.	2025	PO-27

Annual Records Disposition Table

Year(s) of Record	Record Type	Destroy after End of Year	MRM REF.
	<u>PUBLIC HEALTH</u>		
All records 2020 & earlier	Applications for Food Service Manager/Operator Certification.	2025	PH-1
All records 2022 & earlier	Citations issued by the health department for violations of Regulations.	2025	PH-2
All records 2023 & earlier	Closed General Nuisance Records (non-structural): notices of violation and correspondence including, but not limited to: tall grass/weeds, animal fecal matter, odors, filthy conditions, decaying matter)	2025	PH-5
All records 2021 & earlier	Health Inspection Records.	2025	PH-6
All records 2020 & earlier	Reports to the State Board of Health.	2025	PH-7

Annual Records Disposition Table

Year(s) of Record	Record Type	Destroy after End of Year	MRM REF.
<u>PUBLIC WORKS/ENGINEERING</u>			
All records 2022 & earlier	Applications, Licenses, Permits for access driveway locations, handicapped parking spaces, load zones, signs, etc. that have been revoked, suspended or expired.	2025	PW-1
All records 2023 & earlier	Complaints and notifications of hazards fully resolved.	2025	PW-2
All records 2013 & earlier	Construction inspection reports for municipal buildings and public works facilities.	2025	PW-3
All records 2025 & earlier	Construction plans and specifications for municipal facilities and buildings that are no longer owned by the Borough or its responsibility.	2025	PW-4
All records 2025 & earlier	Equipment records for public works equipment no longer owned by the Borough.	2025	PW-6
All records 2020 & earlier for routine	Routine maintenance records for Borough roads buildings and facilities.	2025	PW-8
All records 2025 & earlier	Structural records for roads, buildings and facilities no longer owned by/the responsibility of the Borough.	2025	PW-8
All records 2025 & earlier	All superseded or obsolete highway, land use, community facilities, water and soil, topographic, geological survey, Borough and other maps.	2025	PW-9
All records 2025 & earlier	All superseded Road Operations Procedures.	2025	PW-12
All records 2020 & earlier	Street light routine maintenance records and installation records and plans for street lights that have been removed or replaced.	2025	PW-14

Annual Records Disposition Table

Year(s) of Record	Record Type	Destroy after End of Year	MRM REF.
	<u>TAX COLLECTION & ASSESSMENT</u>		
All records 2023 & earlier	Lists of all unpaid taxes against any property advertised for by Sheriff Sale (Filed by Tax Collector with Sheriff).	2025	TA-1
All records 2023 & earlier	Tax Certifications.	2025	TA-2
All records 2023 & earlier	Change of Address Records	2025	TA-3
All records 2024 & earlier	Delinquent Tax Records (non real estate) that have been Paid.	2025	TA-4
All records 2020 & earlier	Exoneration Certificates issued to Tax Collector.	2025	TA-5
All records 2018 & earlier	General and Special Tax Ledgers and Related Records for: real estate, per capita, occupation, emergency and municipal services, earned income, mercantile and business privilege, amusement and other taxes.	2025	TA-6
All records 2020 & earlier	Tax Return Forms/Cards	2025	TA-9
All records 2018 & earlier	Public Utility Realty Reports submitted to the PA Department of Revenue.	2025	TA-10
All records 2025 & earlier	Real Estate Transfer Records (from the Recorder of Deeds) no longer of administrative value.	2025	TA-11
All records 2023 & earlier	Tax Bills, Paid Receipts.	2025	TA-12
All records 2018 & earlier	Tax Collector's Monthly Report to Taxing Districts	2025	TA-13

Annual Records Disposition Table

Year(s) of Record	Record Type	Destroy after End of Year	MRM REF.
	<u>WASTE MANAGEMENT & SEWAGE DISPOSAL</u>		
All records 2025 & earlier	All superseded or obsolete Act 537 Plans, revisions and supplements.	2025	WM-1
All records 1995 & earlier	All superseded or obsolete permits and applications for Biosolids Disposal and any related records.	2025	WM-2
All records 2000 & earlier	All closed investigation case files with the PA Department of Environmental Protection.	2025	WM-3
All records 2015 & earlier	All notifications of permits and permit revisions	2025	WM-5
All records 2025 & earlier	All superseded or obsolete records relating to on-lot sewage systems.	2025	WM-6
All records 2020 & earlier	Discharge monitoring reports for sewer line extensions and pumping facilities.	2025	WM-7
All records 2023 & earlier	Yearly waste load management reports for sewer line extensions and pumping facilities.	2025	WM-7
All records 2025 & earlier	Planning Modules for New Land Development that are no longer of administrative value.	2025	WM-8
All records 2025 & earlier	All superseded or obsolete permitting records related to sewer line extensions or pumping facilities.	2025	WM-10
All records 2024 & earlier	All fully paid sewer assessment notification records for initial Installations.	2025	WM-11

RESOLUTION NO 2026 -

A RESOLUTION BY THE COUNCIL OF THE BOROUGH OF PHOENIXVILLE, CHESTER COUNTY, PENNSYLVANIA, AUTHORIZING THE SUBMISSION OF A COMMUNITY DEVELOPMENT BLOCK GRANT TO THE CHESTER COUNTY DEPARTMENT OF COMMUNITY DEVELOPMENT.

WHEREAS, The Borough Code provides that the council may make and adopt all ordinances, bylaws, rules and regulations not inconsistent with or restrained by the Constitution of Pennsylvania and laws of this Commonwealth as may be expedient or necessary for the proper management, care and control of the borough and its finances, and the maintenance of peace, good government, safety and welfare of the borough and its trade, commerce and manufactures; and

WHEREAS, The Borough of Phoenixville intends to convert the existing Bridge and Main Street Parking Lot into a park and gathering location in the heart of downtown Phoenixville; and:

WHEREAS, The Borough of Phoenixville is desirous of obtaining grant funds from the Chester County Department of Community Development through the Community Development Block Grant Program in the amount of \$900,000; and

WHEREAS, The Borough Council held a public meeting regarding the application on May 12, 2026.

NOW THEREFORE, BE IT RESOLVED THIS, 12th day of May, 2026, by the Borough Council of the Borough of Phoenixville that Borough Manager, E. Jean Krack and/or other agents are authorized to sign the Signature Page for the Grant Application and all other applicable documents for submission and contracts between the Borough of Phoenixville and the Chester County Department of Community Development.

Passed by Borough Council this 12th day of May, 2026.

By: _____
Jonathan M. Ewald
President, Borough Council

Enacted this 12th day of May, 2026.

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 May, 2026.

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

RESOLUTION NO. 2026 –

**BOROUGH OF PHOENIXVILLE
CHESTER COUNTY, PENNSYLVANIA**

**A RESOLUTION OF THE COUNCIL OF THE BOROUGH OF
PHOENIXVILLE, CHESTER COUNTY, PENNSYLVANIA, OFFICIALLY
ACCEPTING THE DEDICATION BY BILL OF SALE OF THE
IMPROVEMENTS CONSTRUCTED AS A PART OF THE 119 MAIN
STREET PROJECT**

WHEREAS, 119 MAIN ST, LLC, a Pennsylvania limited liability company, with an address of 28 Jenkins Drive, Downingtown, Pennsylvania 19335 (“Developer”), has constructed for dedication to the Borough a concrete sidewalks, ADA compliant curb ramp, concrete curb, stormwater inlet, street trees, traffic signs, bollard, and related improvements (“ROW Improvements”) a portion of which are in the Borough right of way, all in connection with the improvement of a certain tract of land located at 119 Main Street in the Borough of Phoenixville, Chester County, Pennsylvania, more particularly identified as Chester County UPI No. 15-9-433, as more particularly described and depicted on certain plan prepared by InLand Design, LLC, being plans dated March 7, 2024 with a last revision date of October 17, 2024, consisting of some eight (8) sheets, which were recorded with the Chester County Recorder of Deeds Office on November 25, 2024 at Plan Book 21364, Page 1, and identified as Document No. 12048064 (hereinafter referred to as “Plan”), which Plan is incorporated herein by reference; and

WHEREAS, Developer, for good and valuable consideration, desires to dedicate to the Borough of Phoenixville (“Borough”) for public use and enjoyment all those ROW Improvements; and

WHEREAS, the Borough, by accepting the Bill of Sale for the ROW Improvements and the passage of this Resolution, accepts the ROW Improvements from the Developer.

NOW, THEREFORE, BE IT RESOLVED, the Borough Council of the Borough of Phoenixville hereby accepts the ROW Improvements pursuant to the Bill of Sale attached hereto as Exhibit “A”, to have and to hold, forever, for its own use and benefit whatsoever, forever, including having and holding the ROW Improvements, together with and as part of a public recreation facilities.

APPROVED and **RESOLVED** at a public meeting of the Phoenixville Borough Council, Chester County, Pennsylvania, in lawful session duly assembled, this 8th day of October, 2024

PHOENIXVILLE BOROUGH COUNCIL

By: _____
Jonathan M. Ewald
President, Borough Council

ENACTED this 8th day of October, 2024.

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 8th day of October, 2024.

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

EXHIBIT "A"
Bill of Sale – 119 Main Street

BILL OF SALE – 119 MAIN STREET

THIS BILL OF SALE is made the 6 day of May, 2026, between **119 MAIN ST, LLC**, a Pennsylvania limited liability company with an address of 28 Jenkins Drive, Downingtown, Pennsylvania 19335 (hereinafter “Seller”), and the **BOROUGH OF PHOENIXVILLE**, a Pennsylvania Borough with an address of 351 Bridge St., 2nd Floor, Phoenixville, Chester County, Pennsylvania 19460 (hereinafter “Borough”);

WHEREAS, Seller has constructed for dedication to the Borough a concrete sidewalks, ADA compliant curb ramp, concrete curb, stormwater inlet, street trees, traffic signs, bollard, and related improvements (“Improvements”) a portion of which are in the Borough right of way, all in connection with the improvement of a certain tract of land located at 119 Main Street in the Borough of Phoenixville, Chester County, Pennsylvania, more particularly identified as Chester County UPI No. 15-9-433, as more particularly described and depicted on certain plan prepared by InLand Design, LLC, being plans dated March 7, 2024 with a last revision date of October 17, 2024, consisting of some eight (8) sheets, which were recorded with the Chester County Recorder of Deeds Office on November 25, 2024 at Plan Book 21364, Page 1, and identified as Document No. 12048064 (hereinafter referred to as “Plan”), and

WHEREAS, Seller has completed construction and installation of the Improvements and wishes to transfer and dedicate the same to the Borough, and

NOW THEREFORE, for good and valuable consideration, the receipt and sufficiency of which is acknowledged, Seller and the Borough agree:

1. The recitals are incorporated herein by reference.
2. Seller hereby sells, conveys, transfers and delivers to Borough the Improvements as shown on the Plan, free and clear of all liens, claims, mortgages or encumbrances, **TO HAVE AND TO HOLD** all such improvements hereby transferred to Borough **FOREVER**.

IN WITNESS WHEREOF, Seller has caused this Bill of Sale to be executed by its duly authorized representative as of the date first above written.

SELLER:

119 MAIN ST, LLC

DocuSigned by:

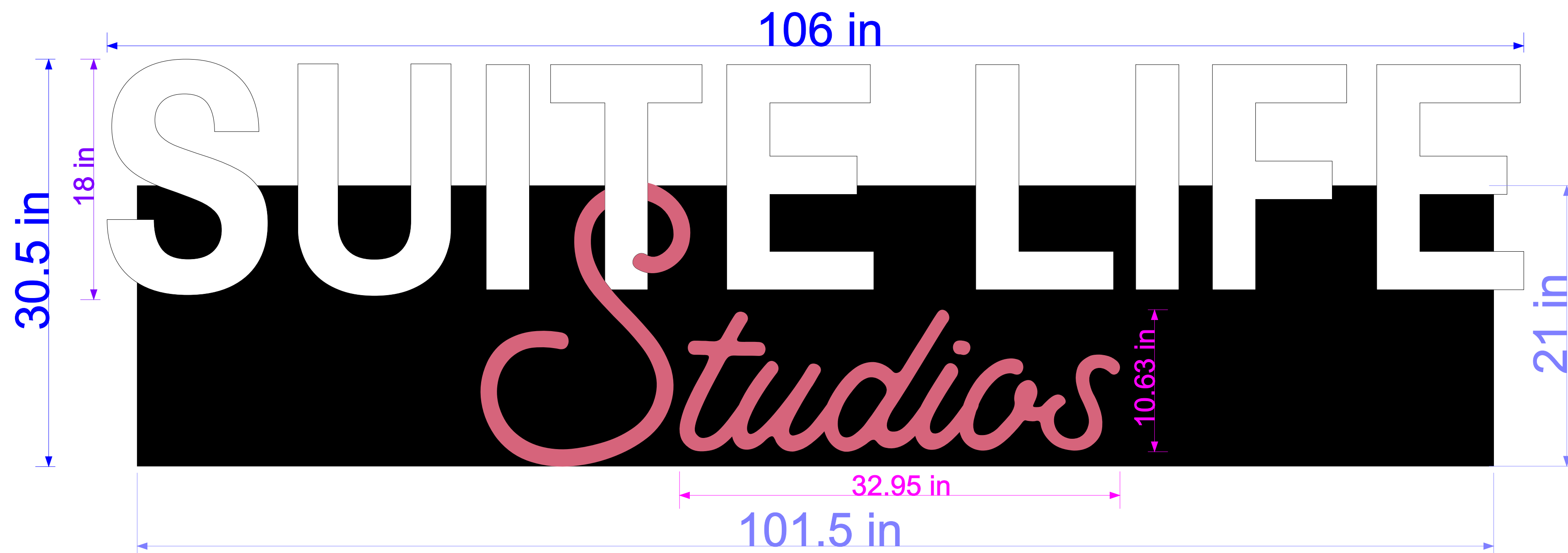
Patrick Christopher

BY: **Patrick C. Christopher**, Member

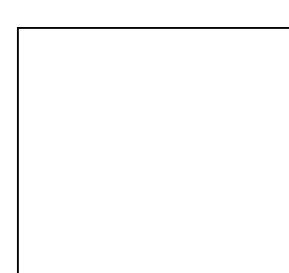
ACCEPTED by Borough of Phoenixville on _____, 2026

BY: **Jonathan M. Ewald**, Borough Council President

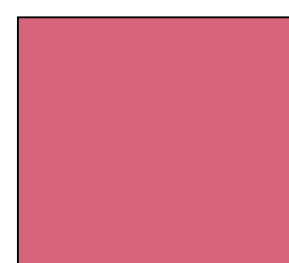
ATTEST: **E. Jean Krack**, Borough Manager



SIDE VIEW



WHITE



PANTONE 702 C



BLACK

CUSTOMER NAME
Suite Life Studios & RAZRBAR

SITE ADDRESS
99 Bridge Street
Phoenixville, PA 19460

ORDER NUMBER PAGE NUMBER
088747 2

Sign Description:

(1) 2'-6.5" x 8'-10" = 22.5 sq ft. non-illuminated wall sign
- 1/2" thick router cut painted PVC letters mounted to a
2" deep painted aluminum pan stud-mounted to existing canopy

DATE
4/17/26

CONTACT
Greg Feld

KC SIGN COMPANY

142 Conchester Hwy
Aston, PA 19014
Ph: 610-497-0111
Fax: 610-497-0110
E-mail - gfeld@kcsignco.com



Design • Build • Installation • Service

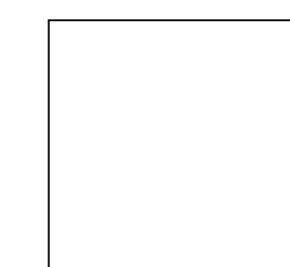
THIS IS AN ORIGINAL UNPUBLISHED DRAWING, CREATED BY KC SIGN CO. IT IS SUBMITTED FOR YOUR APPROVAL, IN CONNECTION WITH A PROJECT BEING PLANNED BY KC SIGN CO. IT IS FOR YOUR EXCLUSIVE USE, IT IS NOT TO BE USED, REPRODUCED, COPIED OR EXHIBITED IN ANY FASHION. THIS DRAWING IS PROPERTY OF KC SIGN CO.

NOTE DUE TO VARIANCES AMONG COLOR PRINTED & COMPUTER MONITORS THE COLORS YOU SEE ON YOUR PROOF MAY NOT BE THE EXACT COLORS OF OUR PRODUCTS. THE COLORS YOU SEE SHOULD BE CONSIDERED CLOSE RENDITIONS TO THE ACTUAL COLORS AVAILABLE.

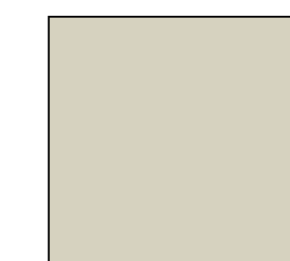
B



3mm PAINTED ACM BACKER
1/2" PAINTED PVC BORDER & GRAPHICS



WHITE



PANTONE 454 C



PANTONE 432 C

CUSTOMER NAME

Suite Life Studios & RAZRBAR

SITE ADDRESS

99 Bridge Street
Phoenixville, PA 19460

ORDER NUMBER PAGE NUMBER

088747

3

Sign Description:

(1) 3'-9" x 9'-7" = 36 sq ft. wall sign illuminated by gooseneck lamps
- 1/2" thick router cut painted PVC border and letters mounted to
a 1/8" Dibond backer panel secured to wall with self-tapping screws

DATE

4/17/26

CONTACT

Greg Feld

KC SIGN COMPANY

142 Conchester Hwy
Aston, PA 19014
Ph: 610-497-0111
Fax: 610-497-0110
E-mail - gfeld@kcsignco.com

KC SIGN
& Awnings

Design • Build • Installation • Service

THIS IS AN ORIGINAL UNPUBLISHED DRAWING, CREATED BY KC SIGN CO. IT IS SUBMITTED FOR YOUR APPROVAL, IN CONNECTION WITH A PROJECT BEING PLANNED BY KC SIGN CO. IT IS FOR YOUR EXCLUSIVE USE, IT IS NOT TO BE USED, REPRODUCED, COPIED OR EXHIBITED IN ANY FASHION. THIS DRAWING IS PROPERTY OF KC SIGN CO.

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Existing Conditions



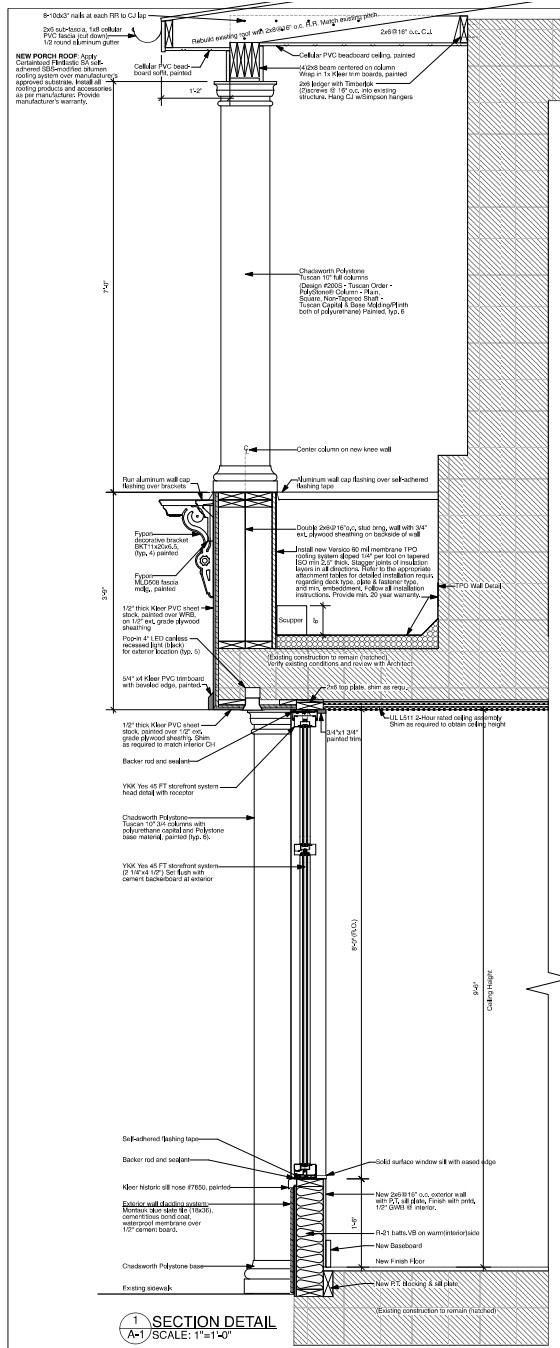
Design • Build • Installation • Service

CUSTOMER NAME	
Suite Life Studios & RAZRBAR	
SITE ADDRESS	
99 Bridge Street Phoenixville, PA 19460	
ORDER NUMBER	PAGE NUMBER
088747	4

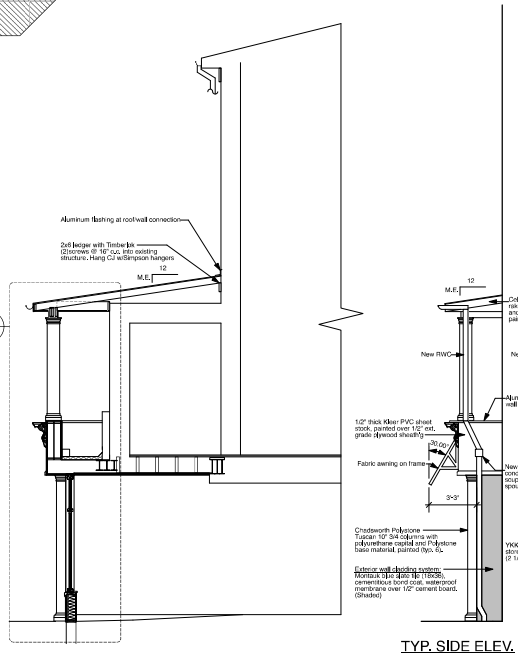
Sign Description:
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DATE	CONTACT
4/17/26	Greg Feld
KC SIGN COMPANY	
142 Conchester Hwy Aston, PA 19014 Ph: 610-497-0111 Fax: 610-497-0110 E-mail - gfeld@kcsignco.com	

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1 SECTION DETAIL
SCALE: 1"=1'-0"



FAÇADE SECTION
SCALE: 1/4"=1'-0"

TYP. SIDE ELEV.
SCALE: 1/4"=1'-0"

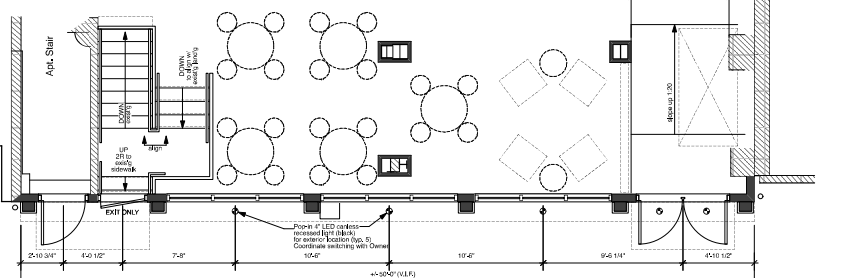
2 JAMB DETAIL
SCALE: 1"=1'-0"



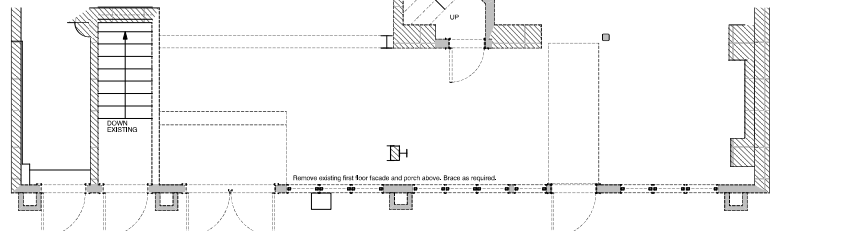
EXISTING FAÇADE PHOTO



BRIDGE STREET FAÇADE
SCALE: 1/4"=1'-0"



NEW FAÇADE PLAN
SCALE: 1/4"=1'-0"



EXISTING FAÇADE PLAN
SCALE: 1/4"=1'-0"

A Facade Renovation for
233 Bridge Street LLC
 Phenixville, Chester County, PA 19460
 Floor Plans, Exterior Elevation, Section Detail
 Carney & Rustis Architects, Inc.
 181 Bridge Street, Phenixville, PA 19460
 phone (610) 933-0197
 www.carneyrustis.com
 Drawing No. 1 of 1
A-1
 Date: Dec. 12, 2025
 Scale: as noted



BRIDGE STREET FACADE
 scale: 1/4" = 1'-0"

#003A5D

Personnel and Public Safety Committee Meeting
Tuesday, May 5, 2026
6:00 pm

MINUTES

Committee: Chairperson, Ms. Burckley, Mrs. Budnik, and Mrs. McGhee
Mayor Urscheler

Staff: Mr. Krack, Ms. Getzfread, Chief Marshall, Chief Brazunas, Deputy Chief Wagner –
TowerDIRECT

I. Call to Order at 6:10 pm.

II. Public Comment on Non-Agenda Items.

There were no public comments.

III. Committee Member Updates/Discussions.

There were no updates or discussion.

IV. New Business

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

Ms. Burckley noted receipt of the three reports and asked if there were any additional comments.

Chief Brazunas provided updated information on the fire at Carey Court Apartments. He also reported that federal funding reimbursement is still being affected by the federal funding issues.

V. Old Business

A. PXV Inside Out.

Ms. Getzfread reported the May First Friday was a good event with only some minor infractions involving young kids on their e-bikes having an impact on other folks walking in the shutdown area.

Mr. Krack stated Staff will be looking into a Resolution that outlines the requirements for e-bikes and the possibility of adding additional signage in the downtown.

Ms. Getzfread noted that Officer Dobry was very helpful by handing out pamphlets of information on the types of and who can use what types of e-bikes.

B. Emergency Management.

Mr. Krack reported the Chester County Department of Emergency Services has asked the Borough to host an Emergency Operations Plans (EOPs) event on Wednesday, May 27. Key emergency management and staff will participate. Other municipalities were also invited.

The workshop will provide information to help our leadership understand the role of Emergency Operations Plans (EOPs) and review our plan more thoroughly in order to align it with current municipal goals.

C. Community Policing.

Chief Marshall stated the event to honor emergency services personnel will be held on Thursday, August 6 at the Recreation Center and Pat Nattle Field.

D. Retention/Recruitment Update

Ms. Donato provided three proposals for Compensation Consulting Services relating to non-uniform/non-union employees.

Mr. Krack stated Staff already receives a bi-annual compensation comparison from the Consortiums of Bucks, Chester and Montgomery Counties. He expressed concern with using outside proposals because they will either use the same information from the consortiums or they will go to individual municipalities to get the information. Should the latter occur, those requests will more than likely result in a Right to Know request which would significantly delay their ability to put a comparison together or would result in even less information being provided.

Mrs. McGhee asked whether any of the firms could be asked to provide a different proposal that would develop a matrix which staff could take information from the consortiums and input the data for comparison purposes.

Ms. Burckley stated that with the budget process starting in the next several months, this might be a two part process where staff provides their normal annual evaluation of salaries and any proposal may be part of the 2027 HR budget.

VI. Public Comment

There was no public comment.

VII. Adjournment at 7:17 pm by Mrs. McGhee.

Next Meeting Date: Tuesday, June 2, 2026, at 6:00 pm

Parks and Recreation Committee Meeting
Tuesday, April 21, 2026
6:00 pm

MINUTES

Committee: Chairperson, Mr. Moore, Ms. Dugan, Mrs. McGhee, and Mr. Weiss

Public Members: Janet Hunter

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

I. Call to Order at 6:00 pm. All in attendance.

II. Public Comment on Non-Agenda Items

There was no public comment.

III. Committee Member Updates/Discussions

Ms. Gibbons reported Valley Forge University will conduct their annual cleanup in the Borough tomorrow. She also reported the Bike Park will open on May 1.

IV. New Business

A. Review of Quarterly Recreation Board reports (Jan, Apr, Jul, & Oct only).

Ms. Hunter reported on the April board meeting that there was a request to put in a portable indoor Bocci Ball court. She stated that Ed Lantzy submitted his resignation after twenty years on the Board due to health and job reasons. She stated the Reeves Park cleanup would be on May 9 and that the new newsletter was published and on line at copies at the Recreation Center. She also noted the new meeting schedule for the Board would be in February, April, June, August and December. She also stated that there is a request to install crosswalks on Starr Street to get to Fisher Park and also a crosswalk on Franklin Avenue to get to the Recreation Center.

B. Motion to recommend Borough Council approve a Temporary Community Event Application for the Andre Thornton Day at Andre Thornton Park on Saturday, September 19, 2026 from 1:00 pm to 4:00 pm. North Main Street to be closed between Vanderslice Street and High Street from 9:00 am to 6:00 pm. Conditioned upon receipt of valid Certificate of Insurance naming Borough as Additional Insured.

Mr. Weiss made a Motion to recommend Borough Council approve the application as presented. Second by Ms. Dugan. Motion passed 4-0.

- C. Motion to recommend Borough Council approve a Temporary Community Event Application for the Steps Toward Recovery Community Walk at Reeves Park on Saturday, August 22, 2026 from 10:00 am to 4:00 pm. Conditioned upon receipt of valid Certificate of Insurance naming Borough as Additional Insured.

Mrs. McGhee made a Motion to recommend Borough Council approve the application as presented. Second by Mr. Weiss. Motion passed 4-0.

- V. Public Comment

There was no public comment.

- VI. Adjournment at 6:27 by Mr. Weiss.

Next Meeting Date: Tuesday, May 19, 2026, at 6:00 pm.

**Policy Committee Meeting
Tuesday, April 28, 2026
6:00 pm**

MINUTES

Committee: Chairperson, Mrs. Vogel, Mrs. Budnik, Ms. Burckley, and Mr. Ewald
Staff: Mr. Krack, Ms. Getzfread, and Mr. Boelker

I. Call to Order at 6:00 pm.

II. Public Comment on Non-Agenda Items

There were no public comments.

III. Committee Member Updates/Discussions

There were no updates or discussion.

IV. New Business

A. Motion to recommend Borough Council schedule and advertise an ordinance amendment to Chapter 2, "Animals" by adding a new Part 6 "Retail Sale of Dogs, Cats, and Rabbits".

Mrs. Vogel made a Motion to recommend Borough Council schedule and advertise the ordinance amendment. Second by Mr. Ewald.

On the Question: Mr. Ewald provided background on the Solicitor's review of the ordinance which requires more review before it is ready for action by Borough Council.

Motion fails 0-4.

B. Motion to recommend Borough Council schedule and advertise an ordinance amendment to Chapter 15 "Motor Vehicles".

Mrs. Vogel made a Motion to recommend Borough Council schedule and advertise the ordinance amendment. Second by Ms. Burckley. Motion passed 4-0.

- C. Motion to recommend Borough Council schedule and advertise an ordinance amendment to Chapter 16 “Parks and Recreation”.

Mrs. Vogel made a Motion to recommend Borough Council schedule and advertise the ordinance amendment. Second by Ms. Burckley. Motion passed 4-0.

- D. Motion to recommend Borough Council schedule and advertise an Ordinance amendment to Chapter 6, “Conduct,” For the purpose of adding Part 13 “Immigration Enforcement” new Sections 6-1302 And 6-1303 of the Code of Phoenixville Borough.

Ms. Burckley made a Motion to recommend Borough Council schedule and advertise the ordinance amendment. Second by Mrs. Budnik. Motion passed 4-0.

V. Old Business

- A. Immigration Enforcement.

Mrs. Vogel provided updated information on ICE Out Initiatives.

VI. Public Comment

Question was asked whether the Borough was aware of the Homeland Security Task Force.

VII Adjournment at 6:35 by Mrs. Vogel.

Next Meeting Date: Tuesday, May 26, 2026, at 6:00 pm.

**INFRASTRUCTURE, TECHNOLOGY, TRANSPORTATION,
AND SUSTAINABILITY (ITTS)
COMMITTEE MEETING
Tuesday, April 21, 2026
immediately following the Parks and
Recreation Committee which starts at 6:00 pm.**

MINUTES

Committee: Chairperson, Mr. Weiss, Mrs. Budnik, Mrs. McGhee, and Mr. Moore
Staff: Mr. Krack, Mr. Watson, and Ms. Getzfread

I. Call to Order at 6:33 pm. All present

II. Public Comment on Non-Agenda Items

Holly Perez provided information regarding a safe haven baby box. She asked the Borough to consider installing one at the fire station.

III. Committee Member Updates/Discussions

There were no updates or discussion.

IV. New Business

There was no new business.

V. Infrastructure

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

Mr. Weiss noted receipt of the April reports. Mrs. Budnik asked where she could find the traffic impact studies that were mentioned in the Bowman report. Ms. Getzfread stated where they are located on the website as well as in the Planning Commission and Council packets.

B. Stormwater Management

Mr. Watson stated public works would be working on the Carson Street inlets later in the summer as this is an approved capital project in the 2026 budget.

C. Phoenix Wheel

Mr. Krack stated the Wheel installation is complete. The walkway, roadway and landscaping portions are in progress with expected completion in the next couple of weeks. There will be discussion tomorrow regarding the installation of the protection barrier around the wheel as the intent is to now install glass panels instead of railings. The ribbon cutting will be on Saturday, June 6 at 10:00 am.

- D. Borough Properties and Habitat for Humanity
Mr. Krack stated he expects an update from Petra Housing as to their title search on the properties so the Borough can prepare the documents to transfer the properties from the Borough to Petra Housing.

VI. Transportation

- A. Bridge and Starr Street
Mr. Krack reported there was a pre-bid meeting earlier in the day and that all bids are due on Wednesday, May 5. He expects to have a recommendation to award the bid for the May 12 Council meeting. Once the award is made, notice to proceed would be in early June and substantial completion in November.
- B. Paradise Street – Phase 2
Mr. Krack reported the pre-construction meeting is being scheduled for the week of May 4. He expects construction to start in mid-May with substantial completion in October/November.
- C. Bridge and Nutt – 23 Corridor Improvements
Mr. Watson reported PennDOT has indicated the construction will start April 27 and should last about six months.
- D. Trails
Mr. Krack reported on the French Creek Trail connection and that the solicitor has provided the easement agreements to the property owner of the Giant Shopping Center which they have generally agreed to the terms. Once the agreements are signed, Staff and solicitor will work with the remaining two properties owners for easement agreements to make the final connection of the trail from Paradise Street to the CVS location.
- E. Starr Street (SR 0029) and 2nd Avenue Project
Mr. Krack stated there is nothing new to report at this time.
- F. No Right Turn on Red in Downtown.
Mr. Krack stated there is nothing new to report at this time.

VII. Sustainability

- A. PXVNEO
Mr. Watson reported the Neutrastek equipment has been installed. They are currently running the electric to the location and the ductwork has been installed inside the building. He expects the scrubbers to arrive and be installed around May 20. Expectations are to have the system up and running by the end of May.
- B. Solar Installation - Rec Center
Mr. Krack reported the panels have been ordered and the crossover application is currently being reviewed by PECO which is needed for the start of the installation. Mrs. Budnik asked whether the savings from the system can be given back to residents. Mr. Krack stated that all of the energy generated is returned to the grid and the Borough receives a credit for that energy. That can only be applied to existing Borough accounts.

VIII. Technology Updates

A. Monthly Reports

Mr. Weiss noted receipt of the reports.

IX. Public Comment

Holly Perez asked whether the Borough can force the owner of the apartment complex on the Steelpointe site to install a road sign for Gryffindor. Mr. Krack stated that would be part of the punch list with the developer when that time arrives.

X. Adjournment at 7:38 pm by Mrs. McGhee

Next Meeting Date: Tuesday, May 19, 2026, immediately following the Parks and Recreation Committee which starts at 6:00 pm.

FINANCE COMMITTEE MEETING
Tuesday, April 28, 2026
5:30 pm

MINUTES

Committee: Chairperson Ms. Dugan, Ms. Burckley, Mr. Ewald, and Mrs. Vogel
Staff: Mr. Krack, Ms. Getzfreed, Ms. Koza-Lubinsky, and Ms. Niemczuk

I. Call to Order at 5:30 pm.

II. Public Comment on Non-Agenda Items

There was no public comment.

III. Committee Member Updates/Discussions

There were no updates or discussion.

IV. New Business

A. Motion to recommend Borough Council approve the 2026 Pre-Paid dated 3/1/2026 - 3/31/2026 in the amount of \$2,010,558.22.

Ms. Burckley made a Motion to recommend Borough Council approve as presented. Second by Mr. Ewald. Motion passed 4-0.

B. Motion to recommend Borough Council approve the 2026 Pre-Paid Credit Card Statement dated 3/1/2026 - 3/31/2026 in the amount of \$34,692.20.

Mr. Ewald made a Motion to recommend Borough Council approve as presented. Second by Ms. Burckley. Motion passed 4-0.

C. Motion to recommend Borough Council approve the 2026 Pre-Paid ACH dated 3/31/2026 in the amount of \$68,049.10.

Ms. Burckley made a Motion to recommend Borough Council approve as presented. Second by Mrs. Vogel. Motion passed 4-0.

D. Motion to recommend Borough Council approve Budget Increase 2026-05 from Sanitation Restricted Fund Balance in the amount of \$22,250 to Solid Waste (2-Yd Steel Rear Load Dumpster) to replenish inventory of 2-yard rear load dumpsters.

Ms. Burckley made a Motion to recommend Borough Council approve as presented. Second by Mr. Ewald. Motion passed 4-0.

- E. Motion to recommend Borough Council approve Budget Increase 2026-06 from Parking Fund Balance in the amount of \$90,000 to Parking (Engineering Services) For engineering services required for the submission of a PennDOT National Electric Vehicle Infrastructure (NEVI) Grant and match.

Mr. Ewald made a Motion to recommend Borough Council approve as presented. Second by Ms. Burckley. Motion passed 4-0.

- F. Motion to recommend Borough Council approve Budget Transfer 2026-02 from Police Protection (PPA Wages) in the amount of \$59,000.00 to Police Protection (Motorola In Car/Portable Radios and System) for new Motorola radio equipment required by Chester County Emergency Services due to change in equipment.

Mr. Ewald made a Motion to recommend Borough Council approve as presented. Second by Ms. Burckley. Motion passed 4-0.

V. Public Comment

There was no public comment

VI. Adjournment at 5:42 pm

Next Meeting Date: Tuesday, May 26, 2026 at 5:30 pm