

MEETING MINUTES

Date: Tuesday, December 9, 2025@ 5:30 PM

Committee Members: Bryan Travis, Chair
Brian McGinnis
Sheila Vaccaro

Staff: William Mann, Chief Information Security Officer
Nicholas Fink, Manager of Data and Enterprise Applications
Will Williams, Director of Sustainability
Sean Metrick, Borough Manager

II. Announcements

The December 16, 2025 Borough Council Worksession will begin at 6:00 PM

III. Comments, suggestions, petitions by residents, property owners, and visitors in attendance regarding items not on the agenda. (Please be advised that all public comments have a 5-minute time limit.)

IV. Reports

- A. Quarterly Report – Chief Information Security Officer - **COMPLETED**
- B. Annual TAC report – John O’Brien - **COMPLETED**

V. Old business

- A. Approve November 2025 meeting minutes – **APPROVED 3-0**
- B. Discuss the policy for presentation requests from organizations or individuals (attachment)
Issue: Create a policy to establish rules for outside groups/individuals who wish to make a presentation to Borough Council - **APPROVED 3-0 w/AMMENDMENTS**
- C. Discussion of Sunshine Act and Meeting attendance Committee
Issue: Tabled from November Borough Council meeting for further discussion
- **SOLICITOR TO RESEARCH QUAM RULES**
- D. Approve 2026 Meeting Schedule – **APPROVED 3-0**

VI. New business

VII. Adjournment

Visit www.west-chester.com for access to all attachments.

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