

MEETING MINUTES

ACT

Date: Wednesday, March 11, 2026 @ 6:30 PM

Committee Members: Lisa Kearns, Chair
Stephen Marvin
Jerry Szczepaniak

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

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. Human Resources Director Report - **completed**
- B. ACT Committee – **completed**

V. **Old business**

- A. Approve February 2026 meeting minutes – **Approved 3-0**
- B. Discuss remote meeting attendance for Council rules – **moved to Worksession for discussion**
Issue: Discuss remote virtual attendance for Council Members
- C. Discuss Borough Organizational Chart (attachment)
Issue: Discuss preparing an amendment to Subsection 3-9 Chart of Government Organization
- D. Discuss the process for tracking resident concerns – **continued discussion next month**
Issue: Review process for tracking residents' concerns = continued discussion at Worksession

VI. **New business**

- A. Discuss staff and Council communication and agenda management (attachment)
Issue: Discuss staff and Council communication, and agenda management – continued discussion next month

VII. Adjournment

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

Agendas are posted to www.west-chester.com by noon 3 business days prior to the meeting.