

Meeting Minutes

Administration, Communication, and Technology

Date: Wednesday, April 8, 2026 @ 6:30 PM

Committee Members: Lisa Kearns, Chair
Stephen Marvin - **absent**
Jerry Szczepaniak

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

II. Announcements

- A. Borough Council work session for May will be held Monday May 18, 2026 at 630p in Borough Council chambers.

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. ACT Committee – **Completed**
- B. Quarterly Report – Sustainability, Will Williams - **Completed**

V. Old business

- A. Approve March 2026 meeting minutes – **Approved 2-0**
- B. Motion to approve policy for Council remote meeting attendance – **Approved 2-0**
Issue: Policy for remote attendance at work session, business, and committee meetings
- C. Motion to approve Council communication and agenda management guidelines – **Approved 2-0**
Issue: Policy for Council/staff communication, agenda management, and Sunshine laws
- D. Motion to approve organizational chart for borough website – **Continued until next month**
Issue: Updated organization chart for borough website

VI. New business

- A. Motion to approve the annual lease with the West Chester Food Cooperative – **Approved 2-0**
Issue: Approve annual lease in Lot #10
- B. Motion to approve annual lease with West Chester Growers Association – **Approved 2-0**
Issue: Approve annual lease in Lot #10
- C. Motion to approve authorizing Borough Manager to execute an energy supply contract – **Approved 2-0**
Issue: The Borough's energy supply contract expires December 31, 2026.

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.