



ACT Committee Meeting
July 8, 2025 @ 5:30 PM
This meeting is recorded for public record.

Committee Members:

Bryan Travis, Chair
Brian McGinnis
Shelia Vaccaro

Chief Information Security Officer: William Mann

Director of Human Resources:

Borough Manager: Sean Metrick

ACT Committee Meeting:

- I. Call to Order
- II. Announcements
 - A. Public Hearing, July 16 2025 @ 6:30 PM, to approve the five-year business plan with the West Chester Business Improvement District.
- III. Reports
 - A. Chief Information Security Officer, Monthly Report
 - B. *Quarterly Report:* Nicholas Fink, Manager of Data and Enterprise Applications
- IV. Old Business
 - A. Approve the July 2025 minutes
 - B. Discuss Christmas Parade process and procedures for discounted fees
- V. New Business
 - A. Approve Resolution to dispose of the following records
 - 1. Open Records Files prior to 2022
 - 2. Solicitors applications prior to 2021
 - 3. Building & Housing Residential Building Permits prior to 2020
 - 4. Rental Permit Receipts prior to 2017

Issue: Dispose of old records according to the Pennsylvania Records Retention and Disposal Schedule.

- B. Discuss interpretation of PA sunshine requirement for residents in attendance regarding items not on the agenda (section § 710.1. Public participation).

Issue: (1) The purpose of the agenda item, who it is for, and who it is not for; and, (2)
The reasonable amount of time allotted to this item.

VI. Other Business

VII. Adjournment

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