

Administration, Communication & Technology Committee of Borough Council

Date: Tuesday, July 8, 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

MEETING MINUTES

- 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. – **Approved 3-0**
- III. Comments, suggestions, petitions by residents in attendance regarding items not on the agenda. (Please be advised that all public comments have a 5-minute time limit.)
- IV. Reports
 - A. Chief Information Security Officer, Monthly Report – **Completed**
 - B. Quarterly Report: Nicholas Fink, Manager of Data and Enterprise Applications - **Completed**
- V. Old business
 - A. Approve the July 2025 minutes – **Approved 3-0**
 - B. Discuss Christmas Parade process and procedures for discounted fees - **TABLED**
- VI. New business
 - A. Approve Resolution to dispose of the following records – **Approved 3-0**
 - 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). - **TABLED**

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.

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.