



ACT Committee Meeting  
**August 12, 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

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**ACT Committee Meeting:**

I. Call to Order

II. Announcements

A. Announce Public Hearing on August 20 @ 6:30 PM to adopt the Humane Pet Shop Ordinance (attachment)

B. Special Meeting of Borough Council August 28 @ 6:30 PM to consider approval of the Gay St bid

III. Comments

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. Quarterly Report: Will Williams, Sustainability Director (attachment)

V. Old Business

A. Approve the July 2025 minutes (attachment)

B. Discuss special event definition and procedures for discounted fee  
*Issue: Continue discussion on definition and process of public events*

C. 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. New Business

A. Discuss the request from the Community Campus Committee to amend Chapter 3-38

(T) Community Campus Committee (attachment)

*Issue: Discuss the revision of Committee name, clarify mission and membership changes*

B. Motion to approve the Memorandum of Understanding between the Borough of West Chester and Pennsylvania Solar Center (attachments)

*Issue: To collaborate on technical assistance to explore solar use at 401 East Gay Street*

C. Motion to approve engagement letter with Cohen Law Group for Comcast franchise renewal. (attachment)

*Issue: Review renewal and approve the engagement letter*

D. Motion to appoint voting delegate and alternate delegate to serve on Resolutions Committee Meeting and Annual Business Meeting- Pennsylvania Municipal League. (attachment)

VII. Other Business

VIII. Adjournment

Visit [www.west-chester.com](http://www.west-chester.com) for access to all attachments.

Agendas are posted to [www.west-chester.com](http://www.west-chester.com) by noon 3 business days prior to the meeting.