



ACT Committee Meeting
September 9, 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

III. Comments

Comments, suggestions, petitions by residents, taxpayers and visitors in attendance regarding items that are not on the agenda. Please be advised there is a 5-minute time limit which is at the discretion of the Council President and/or Chair.

IV. Reports

A. Quarterly Report: William Mann, CGCIO – Chief Information Security Officer

B. IT Budget Preliminary Budget Presentation for 2026

V. Old Business

A. Approve ACT August 2025 minutes

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

C. Motion to schedule a Public Hearing to adopt Community Campus Committee to amend Chapter 3-38 (attachment)
Issue: Review amendment

D. Motion to schedule a public hearing to approve Comcast agreement.
Issue: Schedule a public hearing regarding cable franchise renewal for West Chester Borough

VI. New Business

VII. Other Business

VIII. 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.

INFORMATION TECHNOLOGY

cybersecurity services, solutions and staff education
hardware | networking | connectivity | collaboration
microsoft, adobe and related software and cloud services
Organizational and Staff support

Quarterly Report

June – August 2025

September 9, 2025 - ACT Committee

Your IT Team is:

- William Mann
- Jeff Carbohn

William Mann, CGCIO

Borough of West Chester

wmann@west-chester.com



Monthly CISO Reports

June – August 2025

CISO – Monthly Report for June 2025 Information Technology Department



Information Technology Services Staff

The IT Team is:

*William Mann, Chief Information Security Officer
Jeffrey Carbohn, Information Technology Manager*

Prepared for:

*Sean Metrick, Borough Manager
Lillian DeBaptiste, Mayor
Patrick McCoy, Council President
Nicole Scimone, Council Vice-President
Brian Travis, ACT – chair
Brian McGinnis, ACT – member
Sheila Vaccaro, ACT – member
Bernie Flynn, council member
Lisa Dorsey, council member*



William Mann, CGCIO®
Chief Information Security Officer
wmann@west-chester.com

CISO – Monthly Report for July 2025 Information Technology Department



Information Technology Services Staff

The IT Team is:

*William Mann, Chief Information Security Officer
Jeffrey Carbohn, Information Technology Manager*

Prepared for:

*Sean Metrick, Borough Manager
Lillian DeBaptiste, Mayor
Patrick McCoy, Council President
Nicole Scimone, Council Vice-President
Brian Travis, ACT – chair
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Sheila Vaccaro, ACT – member
Bernie Flynn, council member
Lisa Dorsey, council member*



William Mann, CGCIO®
Chief Information Security Officer
wmann@west-chester.com

CISO – Monthly Report for August 2025 Information Technology Department



Information Technology Services Staff

The IT Team is:

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Jeffrey Carbohn, Information Technology Manager*

Prepared for:

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Remsey Reiner, Ast. Borough Manager
Lillian DeBaptiste, Mayor
Patrick McCoy, Council President
Nicole Scimone, Council Vice-President
Brian Travis, ACT – chair
Brian McGinnis, ACT – member
Sheila Vaccaro, ACT – member
Bernie Flynn, council member
Lisa Dorsey, council member*



William Mann, CGCIO®
Chief Information Security Officer
wmann@west-chester.com

Our Mission

Information Technology is the backbone of how organizations get their work done. It is IT that helps all our staff - everyday. We help in many, diverse levels, from the most basic to keeping our organization secure and safe.

This is our mission reduced to 3 sentences.

We have great pride in our mission and our organization.



PROJECTS

January – August 2025

- **IN PROGRESS:** WORKSTATION UPGRADES
- **IN PROGRESS:** AGENDA – MEETING MANAGMENT SERVICES
- **IN PROGRESS:** AI – MICROSOFT 365 COPILOT INTEGRATION
- **IN PROGRESS:** WINDOWS 11 UPGRADES
- **IN PROGRESS:** WEBSITE UPDATES

- **ASSIST/IN PROGRESS:** FINANCE – ACH SERVICES WITH ABILA

- **COMPLETED:** AUDIO UPGRADES IN BOROUGH COUNCIL CHANBERS
- **COMPLETED:** SECURITY ACCESS AT CHESTNUT STREET GARAGE

- **ASSIST/COMPLETED:** POLICE – AXON (IN CAR VIDEO AND BODY CAMS)

UNSCHEDULED EVENTS

June – August 2025



There was 1 unexpected service event.

Barracuda's Email Gateway Defense service was down from approximately **4:30AM** until 10AM on Monday, July 21. This caused external email in and out of our domain to stop working. Services were restored at approximately **10AM**.

OTHER INITIATIVES, SERVICES & PLANNING

These include services provided by the Information Technology department that are not part of a larger project or included as help desk tickets.

June 2025

- Setup and (IT related) onboarded new Police Social Worker. *
- Setup and (IT related) onboarded new HR contractor. *
- Setup and (IT related) onboarded new Data Intern. *
- Worked with the PAC (Public Arts Commission) on updating their webpage.
- Modified Paylocity mobile app configuration for identified users.
- Created comments@west-chester.com email address for Administration.
- Assisted with Recreation with the setup of their virtual golf equipment for an event.
- Troubleshooting Smart Display in the administration conference room.
- Public works helped the IT Department troubleshooting and repairing the smart display in the Administration conference room. (pictured right)
- Repaired the Microsoft Teams phone and Display connection in the Executive Meeting Room.
- Modified the B&H Bookings page with Rental Inspection guidelines.



OTHER INITIATIVES, SERVICES & PLANNING

These include services provided by the Information Technology department that are not part of a larger project or included as help desk tickets.

July 2025

- Setup office environment for the new Building & Housing Director, including security access and technology/cybersecurity onboarding.
- Installed outside AP (access point) for the police department's new in-car video solution.
- Ordered additional cameras for the customer service windows.
- Ordered camera replacements for existing parking cameras as well as the treasurer's room to consolidate two solutions into one.
- Began testing new cameras for parking and customer windows.
- Planning for organizational maintenance and "clean-up" of technology equipment at the parking garages and public works.
- Refreshed "Azure" certificate between Smartgov and Microsoft for Single Sign-On.
- Installed new Wall Display in Parking Services. (right)
- Began setting up four (4) new handhelds for the Parking Enforcement Officers. (right)



OTHER INITIATIVES, SERVICES & PLANNING

August 2025

- Setup 4 new parking enforcement handhelds.
- Organized networking equipment at Chestnut Street Garage.
- Organized networking equipment at Bicentennial Garage.
- Replaced failed access point in the police department (holding cell area).
- Ordered and set up new Microsoft Surface Tablet for the B&H Director.
- Set up Parking Service wall monitor to display departmental information & garage cameras.
- Replaced cameras in the lanes at the Chestnut Street Parking Garage.
- Repaired the fiber connection at the Chestnut Street Parking garage on the top level for our camera connection.
- Contacted Diversified Lighting to troubleshoot/repair the lights in my (CISO) office as well as quoting a service contract for the municipal building's lighting system.
 - The lights in my office were partially fixed on 8/26.
 - We are scheduling additional repairs and setting changed in the administrative area.
 - We are exploring a service contract to service our lighting system in 2026.
- Setup Teams chat for the Building & Housing Department.
- Began planning for possible new camera installations at the Chestnut Street Parking Garage. Site survey scheduled for September 5.

HELP DESK SERVICES

Year to Date

Help desk services are a core function of the information technology staff. Every department, every employee relies on the diverse soft and hard solutions that they rely on to get their job done. From hardware of all types, software solutions, cloud services and more it is through help desk services that our organization can function.



Note: Only about **70%** of the day-to-day support IT provides to staff is documented in our help desk solution. We are working to improve this documentation.

576 Help Desk Tickets resolved between January & August. Average of 73 each month.



CYBERSECUCITY POLICIES

We are continuing to working on new and updated Cybersecurity Policies and Procedures for the organization. These policies are intended to protect the organization as well as establish a set standard of rules and regulations in respect to the use of software and hardware.

These policies aim to protect sensitive information, prevent data breaches, and maintain compliance with regulatory requirements.



These policies include:

1. Email Confidentiality
2. Email Security
3. Personal Email
4. Locking Your Screen
5. Application Installation
6. Bring Your Own Device to Work
7. Take Care of Assigned Equipment

CYBERSECURITY SOLUTIONS



Impersonation –
Phishing – Scamming -
Extortion Response

Automated & Follow-up

556



Incident Response
Self-Reported including
investigation &
Remediation

388



Account Takeover
Account Hijack Attempts

0



Security Awareness
Training (PhishLine)
Phishing Testing with Staff

8



Cybersecurity
Planning & Review
Planning & Review
+ Staff Training +
Cybersecurity Friday
Cybersecurity Daily
Cybersecurity Awareness
Month - October

CYBERSECURITY FRIDAYS

Each Friday we issue a new Cybersecurity Friday newsletter to staff, stakeholders and others in local government.

Our mission is a simple one.

It is through education and an informed staff that will help us protect our organization – and each other.

Each week's newsletter highlight's our most recent Cybersecurity All-Stars!



We now have an audio version of "Cybersecurity Friday" available on Apple Podcasts and YouTube.



March 22, 2024 | Issue 85

Cybersecurity Friday
phishing - scamming
impersonation - viruses - trojan horses
malware - oh my!

staying cybersafe one week at a time

[Back Issues](#)

This Week on "Cybersecurity Friday"

This week we are going to begin our look at the **13 types of email threats** you should be aware. Knowledge is our best weapon against cybercriminals.

While most people think of emails when they hear about phishing, scammers have more sophisticated ways to "phish" you — from fraudulent calls and texts to malicious websites and even hacked search results.

In this exciting issue of "Cybersecurity Friday" we are going to explore the main types of phishing to look out for and show you how to spot the warning signs. We'll also explain what to do if you unwittingly engage in phishing attempts, so you can respond quickly enough to protect your finances and identity.



[Back Issues Now Available!](#)

All of our back issues are now available on the Borough Website if you want to revisit any exciting issue of "Cybersecurity Friday". Because each issue now focuses on a specific topic you can browse the back issue on our website if you want to learn more about a specific cybersecurity topic.



CYBERSECURITY DAILY

Our mission is to provide 2-to-5-minute daily videos focusing on Cybersecurity for our staff, partners and our community.

You can subscribe on YouTube to the “Cybersecurity Daily” channel and help yourself stay safe, *one short video at a time!*



Cybersecurity Daily
@WestChesterCybersecurityDaily · 44 subscribers · 169 videos
On Cybersecurity Daily we offer very short daily videos which are designed to help you know more.
facebook.com/profile.php?id=61558460735706
Customize channel Manage videos

Home Videos Shorts Playlists Posts

Welcome to Cybersecurity Daily
30 views · 2 months ago
Join us each weekday for a 2 to 5 minutes episode about Cybersecurity. Each episode will be a quick tip about cybersecurity. It is through information and education that we can keep ourselves, our families and our organizations cybersafe.

For You

- Cybersecurity Daily - Episode 162 | Common Holiday Cyber Threats
No views · 17 hours ago
- Episode 138 | Today's Mistake is Clicking on suspicious links
18 views · 1 month ago
- Cybersecurity Daily - Bonus Episode | They Tried to Trick Me!
36 views · 5 months ago
- Cybersecurity Daily - Special Episode Scams
20 views · 5 days ago

ONGOING TRAINING

June - August

Ongoing collaboration, training and education efforts.



Barracuda



June 10 - Unveiling of the New MS-ISAC Membership Model

June 12 - BarracudaONE: Discover the benefits of your new, integrated cybersecurity platform

June 23 - 2025 ISAC Annual Meeting Kickoff: The Future of the MS-ISAC

June 25- 2025 ISAC Annual Meeting Conclusion: MS-ISAC Executive Committee Town Hall

July 15 - Barracuda: Protection Updates, Better UI, Better Protection

July 16 - Barracuda: Manage Vulnerability Security

July 29 – MS-ISAC Monthly Meeting

July 31 – Barracuda – Lunch & Learn (King of Prussia) Session

Streaming Services - Outreach

YouTube Channel – Borough Council Meetings – January through August 2025

FACEBOOK	VIEWS BY MONTH							
	Jan	Feb	Mar	Apr	May	June	July	August
Committee Meetings	240	402	430	1204	587	522	731	812
Committee Meetings	382	365	361	973	565	610	519	660
Worksession	200	382	552	953	489	1762	538	682
Voting Session	312	229	446	536	554	689	433	1414
YOUTUBE	VIEWS BY MONTH							
	Jan	Feb	Mar	Apr	May	June	July	August
ACT	30	28	13	94	26	7	25	29
Public Works	59	73	37	51	33	95	64	91
Parking	35	40	31	38	35	35	38	35
Finance & Revenue	62	28	41	13	49	11	25	58
Public Safety	35	46	42	39	45	11	35	35
Smart Growth	48	39	50	49	21	29	26	86
Worksession	81	57	86	96	119	63	91	83
Voting Session	55	51	64	54	77	42	62	57
Planning Commission WS	n/a	n/a	n/a	n/a	3	26	37	34
Planning Commission VS	n/a	n/a	1	1	23	28	12	36

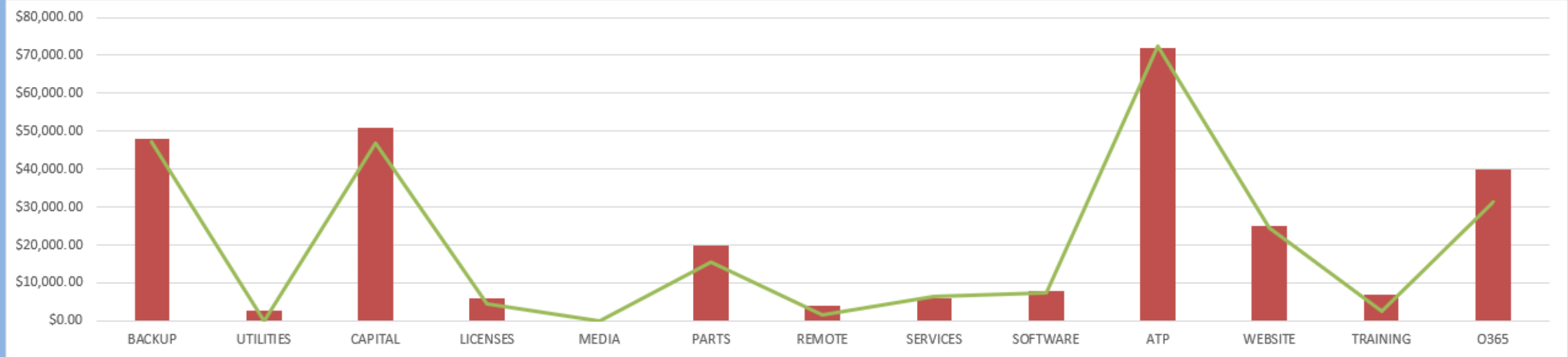
2025 BUDGET

INFORMATION TECHNOLOGY SERVICES | 2025 BUDGET



\$289,517.00
\$260,205.69
\$29,311.31

	BACKUP	UTILITIES	CAPITAL	LICENSES	MEDIA	PARTS	REMOTE	SERVICES	SOFTWARE	ATP	WEBSITE	TRAINING	O365
	01-45659	01-40931	01-44568	01-45722	01-45754	01-45766	01-45782	01-45792	01-45798	01-45802	01-45820	01-45774	01-43829
Budget	\$48,000.00	\$2,700.00	\$50,817.00	\$6,000.00	\$0.00	\$20,000.00	\$4,000.00	\$6,000.00	\$8,000.00	\$72,000.00	\$25,000.00	\$7,000.00	\$40,000.00
YTD	\$47,136.24	\$0.00	\$47,001.51	\$4,328.73	\$0.00	\$15,447.77	\$1,597.57	\$6,490.69	\$7,253.00	\$72,523.08	\$24,615.10	\$2,372.00	\$31,440.00
Remaining	\$863.76	\$2,700.00	\$3,815.49	\$1,671.27	\$0.00	\$4,552.23	\$2,402.43	-\$490.69	\$747.00	-\$523.08	\$384.90	\$4,628.00	\$8,560.00
	Datto		3 Projects	Varied	Varied	Varied	Varied	Varied	Varied Adobe	Barracuda PenTesting	CivicPlus	Varied	Microsoft Calltower



👍 The Budget performed as expected. 👍

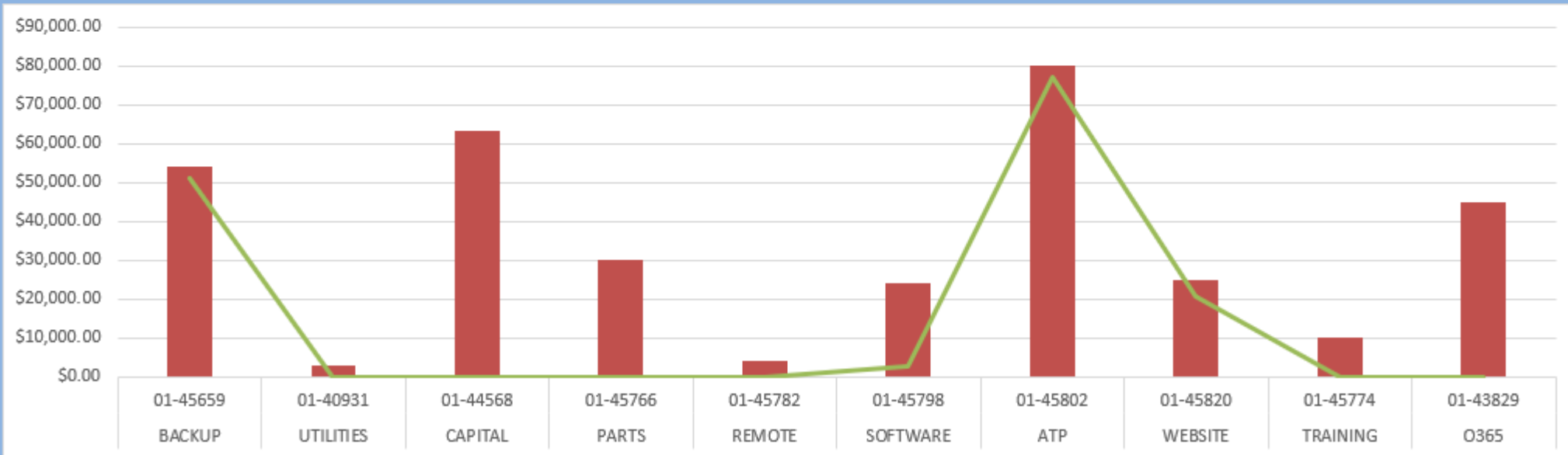
2026 - DRAFT BUDGET

INFORMATION TECHNOLOGY SERVICES | 2026 BUDGET



\$337,931.23
\$151,400.00
\$186,531.23

	BACKUP	UTILITIES	CAPITAL	PARTS	REMOTE	SOFTWARE	ATP	WEBSITE	TRAINING	O365
	01-45659	01-40931	01-44568	01-45766	01-45782	01-45798	01-45802	01-45820	01-45774	01-43829
Budget	\$54,000.00	\$2,700.00	\$63,231.23	\$30,000.00	\$4,000.00	\$24,000.00	\$80,000.00	\$25,000.00	\$10,000.00	\$45,000.00
YTD	\$51,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,800.00	\$77,100.00	\$20,500.00	\$0.00	\$0.00
Remaining	\$3,000.00	\$2,700.00	\$63,231.23	\$30,000.00	\$4,000.00	\$21,200.00	\$2,900.00	\$4,500.00	\$10,000.00	\$45,000.00
	Datto	mobile	3 Projects	Varied	Varied	Varied Adobe	Barracuda PenTesting	CivicPlus	Varied	Microsoft Calltower



More Detail in our Draft Preparation and Planning Report



2025 Campaign

- Use strong passwords
- Use a password manager
- Turn on multifactor authentication
- Recognize and report scams
- Update your software



CYBERSECURITY AWARENESS MONTH



We have exciting things planned throughout October. Stay engaged and protect yourself and our organization!



William Mann, CGCIO

Chief Information Security Officer
Borough of West Chester
wmann@west-chester.com





2026

Information Technology DRAFT Budget [70]



Administration, Communication & Technology
September 2025

William Mann, CGCIO
Chief Information Security Officer



TECHNOLOGY SERVICES

Technology is the foundation of how our organization works, communicates and evolves.

Our organization's services rely on networking infrastructure, front end hardware, connected devices, software, mobile services & more.

The technology staff provides support to all departments and staff, regardless of the day of the week or time of day.

Cybersecurity Strategy

Our cybersecurity & redundancy strategies include state of the art solutions, monitoring, investigation, remediation and organizational wide training.



1. OPERATIONS

	Operations	
2020	\$191,451.00	
2021	\$162,000.00	↓
2022	\$180,000.00	↑
2023	\$211,460.00	↑
2024	\$219,540.00	↑
2025	\$238,700.00	↑
2026	\$274,700.00	↑

It is challenging to reduce cost in operations because services, software, hardware, communications, contracts and agreements are required for the organization to meet its mission effectively and securely.

We do however, work very hard to control these costs.

7 YEAR OPERATIONS TIMELINE (2020-2026)

getting from there to here

Timeline Highlights

- 2020 - budget was reduced by \$42,811.29 due to the COVID pandemic.
- 2021 - budget continued to reflect the impact of the COVID pandemic.
- 2022 - hardware costs that were previously accounted for in each department were shifted to the IT budget.
- 2024 – maintaining services + additional cybersecurity services (data inspector)
- 2025 - Additional Cybersecurity services (pen testing) & additional Website services (agenda meeting management center).
- 2026 – maintaining services, additional Microsoft cost for licensing and co-pilot (AI) exploration



2026 LINE-ITEM DETAIL – OPERATIONS

The IT budget accounts for most of our organization’s hardware and services, except for specific departmental software including Paylocity, SmartGov, Cartegraph, Cody, UPSafety, ESRI, Mip, Axon & Verizon Fleet etc.

On-Premises & Remote Backup

Hardware & Parts for All Departments

Access Points & Connectivity

ATP,AV, Firewall, PenTesting

Microsoft 365 Services

Adobe CC & Related

Website (CivicPlus)

Services & Warranties

License Fees

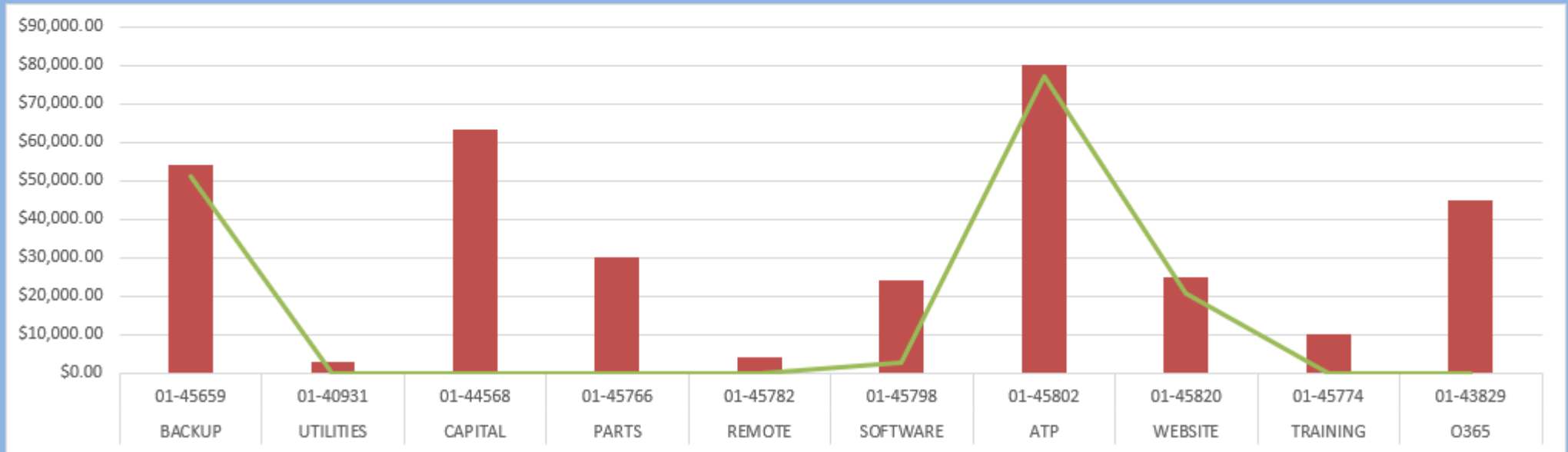
Training & Certifications

INFORMATION TECHNOLOGY SERVICES | 2026 BUDGET



	BACKUP	UTILITIES	CAPITAL	PARTS	REMOTE	SOFTWARE	ATP	WEBSITE	TRAINING	O365
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	Datto	mobile	3 Projects	Varied	Varied	Varied Adobe	Barracuda PenTesting	CivicPlus	Varied	Microsoft Calltower

\$337,931.23
\$151,400.00
\$186,531.23



2026 OPERATIONS HIGHLIGHTS



CONTINUED FOCUS ON CYBERSECURITY

The information technology operations budget is **50% operational**, **30% cybersecurity** and **20% disaster recovery**. This continued smart investment in cybersecurity is critical element in protecting our organization from current and emerging cyber threats.

SMART PLANNING & INVESTMENT

The operational budget remains consistent from the previous year as we continue to upgrade and replace hardware throughout our organization and network infrastructure on a planned schedule.

CONTINUED WEBSITE SERVICES IMPROVEMENTS

We are continuing to expand the new Agenda Meeting Management Center to include all of our Boards & Commissions.

CONTINUED AI EXPLORATION

We are continuing to explore the potential and pitfalls of adapting AI to our workflow experience.

2. CAPITAL

	Capital
2020	\$0.00
2021	\$20,000.00
2022	\$70,000.00
2023	\$85,000.00
2024	\$60,817.00
2025	\$50,817.00
2026	\$62,414.00

Unlike Operations we have much more control over the capital budget. It is through smart long-term planning and strategy that cost can be effectively controlled and even reduced from time to time (2024-2026).

6 YEAR CAPITAL TIMELINE (2020-2026)

getting from there to here



Timeline Highlights

- **2020 / 2021** - Capital budgets were removed (2020) & reduced (2021) because of the COVID pandemic.
- **2022** – Equipment that had previously been accounted for in the operational budget were moved to capital.
- **2023** – Scheduled server upgrades, workstations upgrades & acoustical treatment in the borough council chambers.
- **2024** – Server and switching upgrades in the server room.
- **2025** – Borough Council audio improvement.
- **2026** – Lease payments for Virtual Servers (3) and Borough Council Audio improvements. Scheduled workstation upgrades & camera consolidation with Public Works and Wastewater.

5 YEAR CAPITAL PROJECTION

2026 Capital Projects

Workstation Upgrades

2 Lease Payments

CAM Consolidation

		Project	Category	2025	2026	2027	2028	2029
⏪	1	Scheduled Workstation Replacements	Technology	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000
	2	Borough Council Chambers - Upgrades	Technology	\$ 12,414	\$ 12,414	\$ 12,414	\$ -	\$ -
	3	Network Switches	Technology	\$ -		\$ 10,000	\$ 10,000	\$ -
	4	Servers	Technology	\$ 15,817	\$ 15,817	\$ 15,817	\$ -	\$ -
	5	Cameras	Technology	\$ 15,817	\$ 15,817	\$ 15,817	\$ 15,817	
Totals				\$ 64,048	\$ 64,048	\$ 58,231	\$ 30,000	\$ 20,000

2026
CAPITAL
HIGHLIGHTS

SMART PLANNING & INVESTMENT

Capital projects include:

1. Audio improvements for the Borough Council Chambers (lease payment)
2. Server upgrades (lease payment)
3. Scheduled workstation (PC) replacements
4. Consolidating the cameras solutions at Public Works and the Wastewater Treatment Plats.

Total capital investment expected to be **\$64,048.00.**

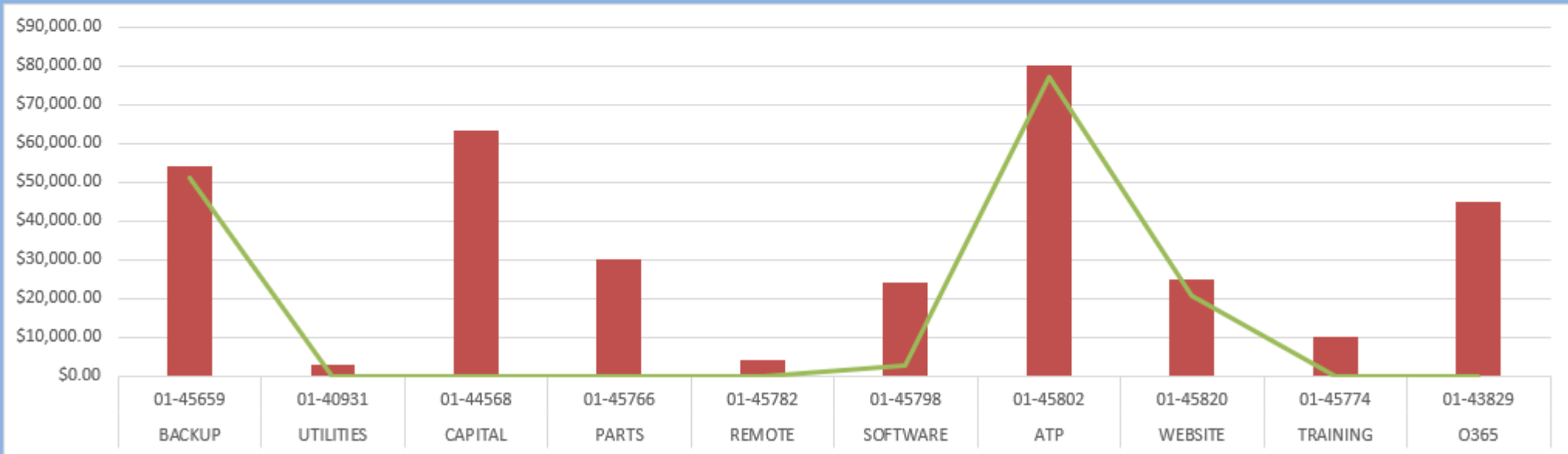
OVERVIEW OF THE COMBINED 2026 CAPITAL & OPERATIONS IT BUDGET

INFORMATION TECHNOLOGY SERVICES | 2026 BUDGET



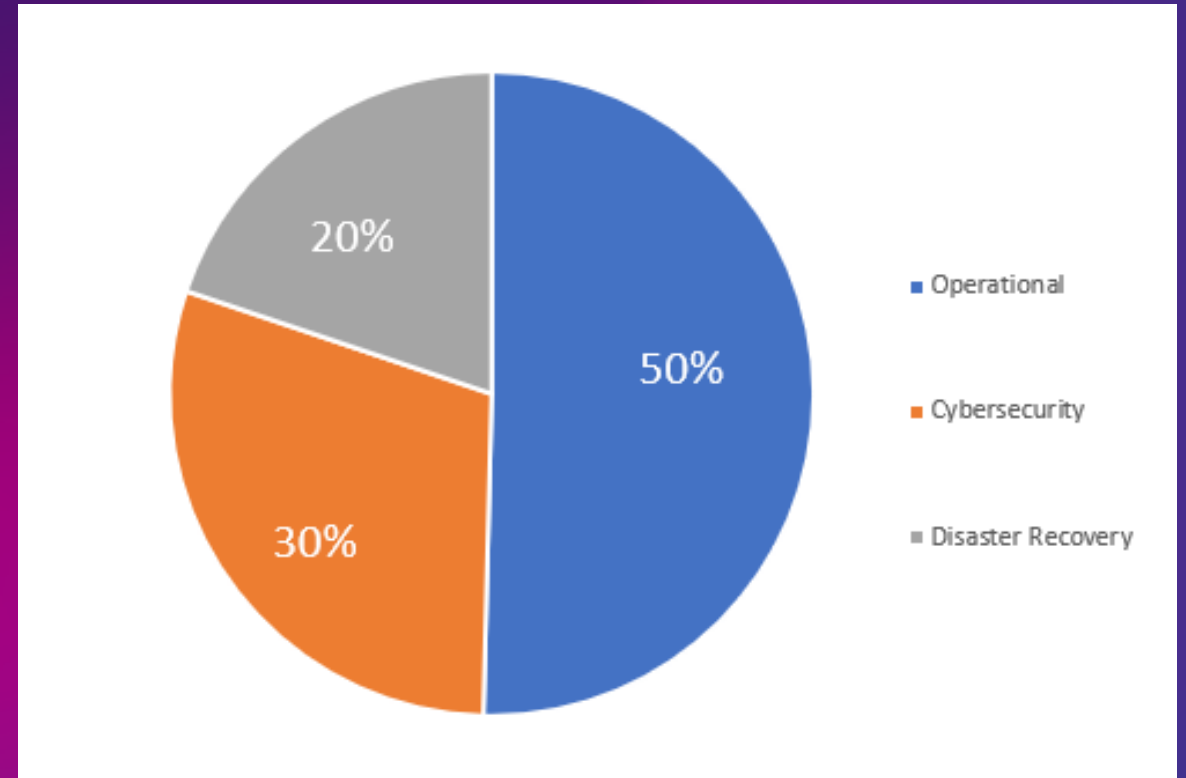
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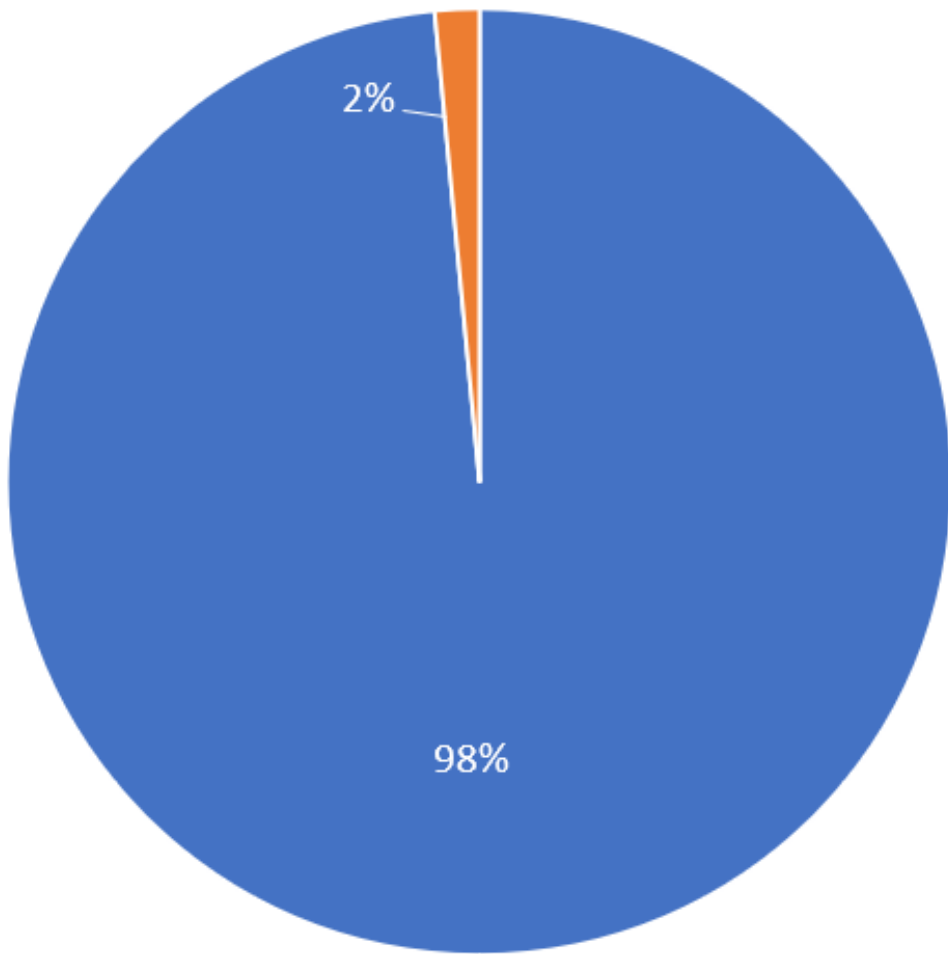
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	Datto	mobile	3 Projects	Varied	Varied	Varied Adobe	Barracuda PenTesting	CivicPlus	Varied	Microsoft Calltower



WHERE ARE OUR IT DOLLARS GOING?

Some of Our Technology Partners





■ Borough Budget ■ IT Budget

TECHNOLOGY'S LESS THE EXPECTED BUDGET IMPACT

The total technology budget, which includes capital, operations and salary continues to have a very small impact on the total borough budget.

In 2025 (pictured left) these services, including cybersecurity protection, accounted for **less than 2% of the total budget.**

This is not expected to change in 2026.

THANK YOU



William Mann, CGCIO
Chief Information Security Officer



Administration, Communication & Technology Committee of Borough Council

Date: Tuesday, August 12 2025 @ 5:30 PM

Committee Members: ~~Bryan Travis, Chair (ABSCENT)~~ Patrick McCoy attended
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

* Bryan Travis was absent. Patrick McCoy attended in his place.

I. 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

II. 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.)

III. Reports

- A. Quarterly Report: Will Williams, Sustainability Director - **completed**

IV. Old Business

- A. Approve the July 2025 minutes – **Approved 2-0 (McGinnis & Vaccaro)**
- B. Discuss special event definition and procedures for discounted fee
Tabled until next month's ACT meeting
- C. Discuss interpretation of PA sunshine requirement for residents in attendance regarding items not on the agenda (section § 710.1. Public participation).

V. New Business

- A. Discuss the request from the Community Campus Committee to amend Chapter 3-38 (T) Community Campus Committee
Mission and change requested, except for the name change (tagline can be added).
- B. Motion to approve the Memorandum of Understanding between the Borough of West Chester

and Pennsylvania Solar Center

Approved 3-0

- C. Motion to approve engagement letter with Cohen Law Group for Comcast franchise renewal.
Approved 3-0
- D. Motion to appoint voting delegate and alternate delegate to serve on Resolutions Committee Meeting and Annual Business Meeting- Pennsylvania Municipal League. Discussion will be at the Worksession to make the appointment.

VI. Other Business

VII. Adjournment

com by noon 3 business days prior to the meeting.

ORDINANCE NO. ___ - 2025

BOROUGH OF WEST CHESTER

CHESTER COUNTY, PENNSYLVANIA

AN ORDINANCE OF THE BOROUGH OF WEST CHESTER, CHESTER COUNTY, PENNSYLVANIA, AMENDING CHAPTER 3 OF THE WEST CHESTER BOROUGH CODE, TITLED "ADMINISTRATIVE CODE", SECTION 3-38, TITLED "ADVISORY BOARDS AND COMMISSIONS", SUBSECTION 3-38.T TO AMEND CERTAIN REGULATIONS FOR THE COMMUNITY CAMPUS COMMITTEE.

BE IT ENACTED AND ORDAINED, and it is hereby enacted by the authority of the Council of the Borough of West Chester that Chapter 3 of the Code of the Borough of West Chester, titled, "ADMINISTRATIVE CODE," shall be amended as follows:

SECTION 1. Section 3-38, titled, "Advisory Boards and Commissions", is amended by amending Subsection T, titled "COMMUNITY CAMPUS COMMITTEE, as follows:

"T. Community Campus Committee. Pursuant to the authority in § 3-38A, there is hereby established for the Borough of West Chester an Advisory Committee known as the "Community Campus Committee" which may also be referred to as "West Chester Together" which shall be organized for the purposes hereinafter set forth.

- (1) Mission. The purpose of the Community Campus Committee is to promote and increase communication and collaboration between Borough of West Chester community leaders and residents and West Chester University officials and students on issues that affect health, safety, and quality of life for the campus and Borough community.
- (2) Responsibilities of Committee. The Committee shall serve in an advisory capacity to Borough Council and to West Chester University administration and shall perform the following duties:
 - (a) Partner in community engagement and conduct regular meetings with Borough and University community members to discuss issues and concerns about University activities, events, policies and affairs.
 - (b) Promote and encourage cooperation and planning for University events that will have an impact on Borough residents such as move in and move out days, homecoming, graduation and other functions or events that impact the residents of the Borough in and around the University Campus.

- (c) Develop and foster relationships and liaise with leaders and committees of the Borough and University.
 - (d) Promote and encourage cooperation and planning for Borough events that encourage engagement between permanent residents and students.
 - (e) Identify issues of mutual concern to the Borough and University while maintaining open and transparent communications with all relevant parties and departments within both the Borough and the University.
 - (f) Initiate and implement solutions for issues or problems that impact the quality of life for Borough residents.
 - (g) Provide reports to Borough Council on the activities and accomplishments of the Committee either by submission of a written report sent to Council members or by a Committee member presenting an oral report at Council meetings. The Committee shall submit at least one report per University semester to Borough Council.
- (3) Membership and Terms of Office. The Committee shall consist of four members representing the Borough (the "Borough members") who are appointed by Borough Council. The Borough members shall consist of the following:
- (a) The West Chester Borough Mayor or his/her designee;
 - (b) A representative from the West Chester Borough Police Department;
 - (c) A member of Borough Council; and
 - (d) A Borough employee.

In addition to the Borough Members, the Committee shall consist of five members representing the residents of the Borough (the "resident members") who are appointed by Borough Council. The resident members shall consist of the following:

- (a) A Borough resident from the 2nd Ward;
- (b) A Borough resident from the 4th Ward;
- (c) An at-large Borough resident;
- (d) A student rental permit holder within the Borough; and
- (e) A Borough business owner.

In addition to the members appointed by Council, the Committee shall include **five** representatives from West Chester University (the "University members") who shall be selected by the University and represent **one of the following** departments:

- (a) Student Affairs;
- (b) Civic Engagement and Social Impact;
- (c) External Relations;
- (d) Fraternity and Sorority Life;
- (e) Student Government Association;
- (f) Off Campus and Commuter Services;
- (g) Public Safety;
- (h) Student Conduct; and
- (i) Wellness Promotion.

~~Borough Council shall appoint the Borough members to serve on the Committee at the reorganizational meeting of Council held in January of 2022. The University administration shall appoint the University members to serve on the Committee on or before January 1, 2022.~~ Members shall be appointed to serve a three-year term except for the initial terms which shall be staggered so that the terms of at least three members shall expire every year.

~~The first term of the Committee shall commence on January 1, 2022 and continue until Borough Council elects to abolish the same.~~ The Committee shall have Co-Chairpersons. One Chairperson shall represent the Borough members and be selected by the Borough members of the Committee. The second Chairperson shall represent the University members and be selected by the University members of the Committee. **A Secretary will also be appointed as selected by the full membership. The Co-Chairpersons and Secretary will serve a 2-year term for a maximum of up to two consecutive terms.**

- (4) Vacancy. A vacancy on the Committee shall be filled in the same manner as the original appointment by the Borough Council for Borough members and by the University for University members.

SECTION 2. SEVERABILITY. If any sentence, clause, section or part of this Ordinance is for any reason found to be unconstitutional, illegal or invalid, such unconstitutionality, illegality or invalidity shall not affect or impair any of the remaining provisions, sentences, clauses, sections or parts hereof. It is hereby declared as the intent of Council of the

Borough of West Chester that this Ordinance would have been adopted had such unconstitutional, illegal or invalid sentence, clause, section or part thereof not been included therein.

SECTION 3. REPEALER. All Ordinances or parts of Ordinances conflicting with any provision of this Ordinance are hereby repealed insofar as the same affects this Ordinance.

SECTION 4. EFFECTIVE DATE. This Ordinance shall become effective upon enactment as provided by law.

ENACTED AND ORDAINED THIS _____ DAY OF _____, 2025.

ATTEST:

**COUNCIL FOR THE BOROUGH
OF WEST CHESTER**

Sean Metrick, Secretary

By: _____
Patrick McCoy, President

APPROVED THIS _____ DAY OF _____, 2025.

Lillian L. DeBaptiste, Mayor