



ACT Committee Meeting  
**November 11, 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. The Borough will be collecting canned goods to benefit the West Chester Food Cupboard at Borough Hall during business hours. Please stop by to contribute. More information can be found on the Borough website.
- B. Schedule the December 16th Borough Council meeting to begin at 6:00 PM to accommodate the Boards/Committees/Commissions interviews

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 – Data Management and Enterprise Applications (attachment)

V. Old Business

- A. Approve October 2025 meeting minutes (attachment)

VI. New Business

- A. Consideration of creation of America 250 Committee to help create and plan Borough events for the 2026 semi quincentennial  
Issue: Create a committee to assist with events
- B. Motion to approve the policy for presentation requests from organizations or individual (attachment)  
Issue: Create a policy to establish rules for outside groups/individuals who wish to make a presentation to Borough Council

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.

Administration, Communication & Technology Committee of Borough Council

Date: Tuesday, October 7, 2025@ 5:30 PM

Committee Members: Bryan Travis, Chair  
Brian McGinnis  
Sheila Vaccaro - **ABSCENT**

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

### II. Announcements

Announce Public Hearings – October 15, 2025 @ 6:30 PM:

- 1) Public Hearing regarding Comcast's past performance under its current franchise agreement
- 2) Public Hearing to amend certain regulations in Subsection 3-38.T - Community Campus Committee
- 3) Public Hearing to enact an Ordinance reauthorizing the West Chester Business Improvement District five-year Final Plan.

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

V. Old business

- A) Approve September 2025 meeting minutes – **APPROVED 2-0**
- B) Discuss special event procedures for discounted fee  
*Issue: Continue discussion on definition and process of public events – **DISCUSSION ONLY DRAFT/DOCUMENT TO BE INCLUDED AT THE WORKSESSION (VII-A.1)***

VI. New business

- A) Motion to approve a Resolution for participation in PA Audubon Society Bird Town Program -  
*Issue: Review and consider Resolution to commit to ecological initiatives and be recognized as a Bird Town Pennsylvania community - **APPROVED 2-0 (VII-A.2)***

## **Making a Presentation to Borough Council Tips, Suggestions and What You Need to know**

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Thank you for taking the time to address the Borough Council and citizens. The opportunity to hear from our community is an integral part of Council's work toward the betterment of our Community.

### **How do I get on an agenda?**

Email [danad@west-chester.com](mailto:danad@west-chester.com) with your topic and agenda request. The office will review your request and respond to you. All requests must be submitted at least 2 weeks prior to Council/Committee meetings.

### **When do we meet?**

For a schedule of upcoming Council and Committee meetings, please visit the [Council's calendar](#). Only approved presentations will be heard.

### **Where do we meet?**

All Council meetings and public hearings are conducted in Borough Council Chambers; 401 East Gay Street.

### **When to arrive?**

Presentations are scheduled at the beginning of the meeting after the conclusion of normal council business. While we strive to keep meetings moving as efficiently as possible, there are times we run late. We suggest all guest presenters be ready and available at the start of the meeting, and sit in the front two rows.

### **How long do I have to present?**

To keep meetings on schedule, and in fairness to other attendants, we ask that you keep your presentation to five minutes to allow time for Council and others in attendance to ask pertinent questions. Your presentation will be listed on the agenda. When it is your time to present, the Council President or

Committee Chair will invite you to the podium.

### **Presentation materials**

Please provide presentation materials to our staff one week before the meeting to distribute to Council for review, and to upload to our website for public access and transparency purposes.

### **Managing slides during presentations**

Our IT staff will manage the documents and /or slides you provide. A pointer is available for your use.

### **Tips for Council presentations**

- Please be on time and check-in with Borough staff when you arrive.
- Please be sure your presentation is readable with the font size large enough for the audience to see. Graphics should be clear and understandable.
- Conduct your entire presentation within the time allotted, allowing for questions and discussion.



We look forward to hearing from you and welcome your participation and presentation. Please contact us if we can answer any questions or be of assistance.

DRAFT