



ACT Committee Meeting
December 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: Christine Hines

Borough Manager: Sean Metrick

ACT Committee Meeting:

I. Call to Order

II. Announcements

A. The December 16, 2025 Borough Council Worksession will begin at 6:00 PM

B. 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.

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 – Chief Information Security Officer (attachment)

B. Annual Report from the Transportation Advisory Committee. - John O'Brien - Chair

V. Old Business

A. Approve November 2025 meeting minutes (attachment)

B. Discuss the policy for presentation requests from organizations or individuals (attachment)

Issue: Create a policy to establish rules for outside groups/individuals who wish to make a presentation to Borough Council

C. Discussion of Sunshine Act and Meeting attendance

Issue: Tabled from November Borough Council meeting for further discussion

D. Approve 2026 Meeting Schedule (attachment)

Issue: Approve 2026 Meeting dates

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.