

MEETING MINUTES

Administration, Communication & Technology Committee of Borough Council

Date: Tuesday, May 13, 2025 @ 5:30 PM

Committee Members: Bryan Travis, Chair
Brian McGinnis
Sheila Vaccaro – **absent (Patrick McCoy attended)**

Staff: William Mann, Chief Information Security Officer
Nicholas Fink, Manager of Data and Enterprise Applications
Will Williams, Director of Sustainability
Sean Metrick, Borough Manager

Call to order

I. Announcements

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.)

II. Reports

- A. CISO Monthly Report – *(attachment)*
- B. Sustainability Director Quarterly Report (attachment)
- C. Data Manager Quarterly Report (attachment)

III. Old business

- A. Approve the April 2025 minutes – **Approved 3-0**
- B. Motion to approve the 15-year sublease with 4-States Railway Service – **Approved 3-0**
- C. Motion to approve draft amendments for Chapter 54, Chapter 72 and Chapter 82 relative to license requirements for Electric, Mechanical and Plumbing contractors who perform work in the Borough of West Chester and schedule a public hearing for June 18, 2025 – **Approved 3-0**

IV. New business

V. Adjournment

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