



ACT Committee Meeting  
**April 8, 2026 @ 6:30 PM**  
*This meeting is recorded for public record.*

**Committee Members:**

Lisa Kearns, Chair  
Jerome Szczepaniak  
Stephen Marvin

**Chief Information Security Officer:** William Mann

**Director of Human Resources:** Christine Hines

**Borough Manager:** Sean Metrick

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**ACT Committee Meeting:**

I. Call to Order

II. Announcements

A. Borough Council work session for May will be held Monday May 18, 2026 at 630p in Borough Council chambers.

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. ACT Committee –*Chair Report, workplan and issues raised at prior meetings (attachment)*

B. Quarterly Report – Sustainability, Will Williams (attachment)

V. Old Business

A. Approve March 2026 meeting minutes (attachment)

B. Motion to approve policy for Council remote meeting attendance (attachment)  
*Issue: Policy for remote attendance at work session, business, and committee meetings*

C. Motion to approve Council communication and agenda management guidelines  
*Issue: Policy for Council/staff communication, agenda management, and Sunshine laws*

D. Motion to approve organizational chart for borough website (attachment)  
*Issue: Updated organization chart for borough website*

VI. New Business

- A. Motion to approve the annual lease with the West Chester Food Cooperative (attachment)  
*Issue: Approve annual lease in Lot #10*
- B. Motion to approve annual lease with West Chester Growers Association (attachment)  
*Issue: Approve annual lease in Lot #10*
- C. Motion to approve authorizing Borough Manager to execute an energy supply contract (attachment).  
*Issue: The Borough's energy supply contract expires December 31, 2026.*

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.