



ACT Committee Meeting
May 13, 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

ACT Committee Meeting:

I. Call to Order

II. Announcements

A. Borough Council Worksession for May will be held Monday May 18th, 2026 at 630 PM in Borough Council Chambers.

B. The Borough of West Chester Administrative Offices will be closed on Monday, May 25th for the Memorial Day Holiday

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

B. Quarterly Report – Chief Information Security Officer, William Mann (attachment)

C. West Chester Community Center (Introductory presentation from West Chester Community Center re: possible shared communication and future recreational partnership) (attachment)

V. Old Business

A. Approve April 2026 meeting minutes (attachment)

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

VI. New Business

- A. Discuss the recent information on 2026 BID reports re: visitors coming to the Borough
Issue: Review BID reports regarding visitor attendance
- B. Discuss efforts to strengthen Borough and WCU coordination re: public information sharing
- C. Motion to approve proposal from HRMM& L for legal representation related to the Borough of West Chester Pennsylvania State System of High Education,et al.
Issue: Consider entering into an agreement for legal representation

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.

CISO QUARTERLY ROUNDUP

ACT
May 13, 2026

The information included in this report compiles highlighted information from the **CISO Monthly Report** which is issued to the Borough Manager.

Serving 9 Departments, 6 Facilities and 150+ employees as well as our elected officials.

Protecting our organization through smart investments in cybersecurity and educating our staff is also a critical core duty we take very seriously.

We are very proud to serve our police department for their technology needs regardless of the time of day.

William Mann, CGCIO
Borough of West Chester
wmann@west-chester.com



The IT Team is...

- William Mann
- Jeff Carbohn

Our Mission

Information Technology is the backbone of how organizations get their work done. It is IT that helps 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.



Executive Summary *what we do...*

NETWORKING, HARDWARE AND SOFTWARE SERVICES



- Manage and secure all networking services.
- Ensure the availability, continuity, and security of technology services within the organization.
- Manage software and security updates on all servers.
- Manage Help Desk services.
- Monitor and respond to network related service issues.
- Managing all communication services, including traditional voice service and Microsoft Teams (VoIP) including Access Points relating to internal and public internet access.
- Manage and maintain telecommunication services in police dispatch.
- Manage Microsoft 365 and Adobe Creative Cloud services.
- Plan and coordinate activities, such as installation and upgrading of hardware and software including programming and systems design, development of computer networks, domains and VLAN scheme within the LAN.
- Manage workstations and related hardware services.
- Manage organizational print, scanning and fax services.
- Manage parking services, handhelds and portable radios.

CYBERSECURITY AND DISASTER RECOVERY



- Manage all aspects of network and user security policies and procedures.
- Manage physical firewall and VPN appliances at all locations.
 - including the municipal building, public works, wastewater, and parking garage facilities.
- Manage, monitor, respond and remediate all cybersecurity incidents.
- Manage, configure, and respond to all Advanced Threat Protection services.
- Manage, configure, and monitor all backup services, both on premises and offsite.
- Manage, configure, and monitor all web traffic in respect to access configuration.
- Provide regular cybersecurity awareness training for staff.
- Conduct regular cybersecurity Department meetings.
- Manage and monitor all digital (email and document) backup and archival services.
- Maintain the "Cybersecurity Action Plan".

CAMERAS AND SECURITY SERVICES



- Manage cameras at Public Works, Wastewater and parking garages.
- Assist the police department with the municipal building's camera and security services.

MEETING MANAGEMENT

- Manage audio, video, recording and streaming services for public meetings.
- Manage the Borough's YouTube channel.
- Manage the Agenda Meeting Management Center (AMMC).

WEBSITE SERVICES | MOBILE | BUDGETING | ON & OFF BOARDING | POLICIES | RIGHT TO KNOW...

- Manage website services.
- Manage mobile services.
- Maintain, and plan the operational and capital technology budget including day to day invoicing.
- Assist the Chief Communication Officer with dispatch technology and social media services.
- Assist the department's Data Manager in respect to data related services, enterprise applications and related projects.
- Manage employee onboarding and offboarding in respect to technical, software and security services.
- Analyze the computer and technological needs of the organization from an operational and strategic perspective.
- Creating, maintaining, and enforcing written policies and procedures regarding computer operations in the Information Technology Department and throughout the organization.
- Manage and complete Right to Know and compliance reports relating to digital data retrieval including email and documents.

PROJECTS

2026

- **COMPLETED:** AV Managed Services (THREATDOWN)
- **COMPLETED:** Municipal Building – Second Floor Cameras*
- **COMPLETED:** Security Access Points at Goose Creek WWTP
- **COMPLETED:** Network Penetration Testing

- **ASSIST/COMPLETED:** Borough Bulletin e-Newsletter w/Ramsey Reiner, Sean Metrick and Dana DiDomenico

- **IN PROGRESS:** Workstation Upgrades (scheduled throughout the year)
- **IN PROGRESS:** Parking Garage Cameras (quotes pending)
- **IN PROGRESS:** AI Exploration + Microsoft CoPilot (working on policy)

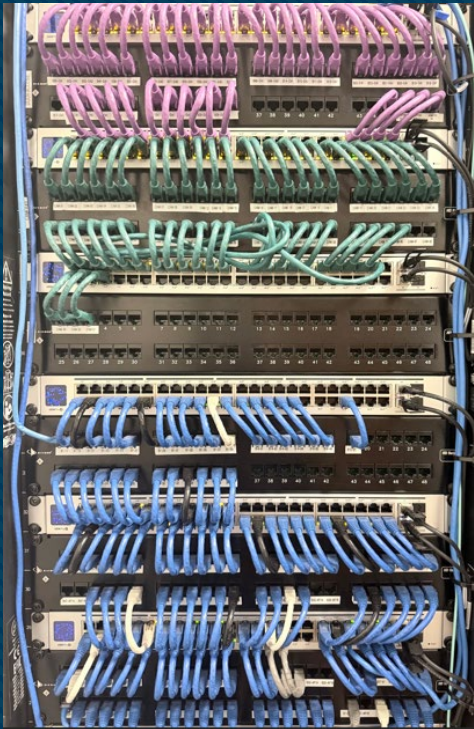
- **PLANNING:** Public Works Cameras (ordering product)
- **ASSIST/IN PRROGRESS:** CivicRec with Parks & Recreation

UNSCHEDULED & CRITICAL EVENTS

January – April 2026

There was **0** unexpected organization wide service events between January & April

CRITICAL EVENTS



On Sunday February 8, between 9AM and 12pm We completed upgrades on the network switches. This maintenance was completed on Sunday to reduce information services downtime. Although this was completed on Sunday we coordinated with the police department because of police dispatch services.

1

On March 30th, the police department reported that their CAD (computer aided dispatch) system was down. This is a critical service provided by Chester County DES. The system which was down because of a tractor trailer striking a pole at Westtown Rd and Nields Street. Chief Communication Officer Miles requested that the 7 police lines be forwarded to Chester Count 911. This because a challenge and has led to future discussions with Chester County, WCPD, NHC and Verizon to make this service request possible in the future.

2

During the early morning hours of April 29, internet service was lost at the Goose Creek wastewater plant. Responding to the facility we discovered that the Fios equipment had failed. Service was scheduled with Verizon. Internet service was restored as we waited for a Verizon technician to respond by placing a T-Mobile 5G router in service. Verizon restored their service at 3PM.

3

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.

JANUARY

- We began taking delivery of new cameras and associated equipment in preparation to upgrade video surveillance at Public Works in early 2026.
- Completed service and maintenance on the Borough Council Chambers audio/video services.
- CODY (police RMS) maintenance each Wednesday.
- Purchased and installed (2) new EOC (emergency operations center) computers.
- We purchased, set up and deployed laptops for some [4] of our borough council members.
- Onboarding for 3 new borough council members. *
- Onboarding for new parking /social media employee. *
- Onboarding for new Building & Housing codes enforcement officer. *
- **Set up new small form factor PC for executive meeting room.** (wall mounted display)
- Set up new small form factor PC for the chief communicator's office. (wall mounted display)
- **Worked with the chief communication office designing new monitor display layout for the dispatch room.**
Ordered 3 new small-form PCs and large monitor.
- Set up 3 surveillance PCs for the dispatch room.
- Assisted the Police Department with video research for a missing person case.
- **Completed Clover (POS) PCI audit.**
- Continued DUO deployment (police officers)

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.

FEBRUARY

- Ordered and accepted delivery of 6 replacement cameras for the second floor of the administrative building.
- **Upgraded all virtual servers** (operating system).
- **Purchased and set up additional meeting room recording equipment for larger meetings.**
- Service (Horizon AVL) on borough council chambers webcam and presets.
- Assisted HR with finding a solution for text-to-voice services.
- Began setting up training computers at Public Works.
- Assisted with Snow Emergency notifications, website and ReadyChesco Services.
- Placed a forwarder on our website for **west-chester.org**.
- Worked with BSGI repairing the security access for the office at the Chestnut Street Garage.
- Worked with BSGI repairing the security access for the police department sally port and Cell 5.
- **Installed two (2) additional gooseneck microphones for the Borough Council Chambers.**



This month we purchased a new, larger sound board that can be used to record Boards & Commission meetings. This larger unit, which utilizes 6 microphones, will be used for Room 232 (Planning Commission for example) while the existing smaller sound board (4 microphones) will be available for smaller meeting rooms. The objective here is to improve recording/sound quality in the larger meeting room.

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.

MARCH

- Upgraded the hard drives of both dispatch position computers.
- Upgraded the workstation and work area for a staff position in Building & Housing.
- Upgraded the monitors and dock of a staff position in police administration.
- Installed a training PC for the Public works department.
- **Coordinated and assisted with the install of new wall displays and computers in police dispatch – with Public Works.**
- Onboarded & offboarded two (2) detectives (police department).
- Purchased, Installed and issued new laptops in public works (3 employees).
- Obtained quote for potential new printer at the Chestnut Street Parking Garage.
- Maintenance of a parking enforcement handheld.
- **Provided Cybersecucity Training for police dispatchers.**
- Completed annual PCI compliance with Clover (point of sale services).
- Investigating cellular service pricing and services with ATT FirstNet and T-Mobile. ATT FirstNet offers services specific to public safety that is driving this examination.

Along with Mayor Lillian DeBaptiste I attended an AI Roundtable Discussion with Governor Josh Shapiro on April March 19, 2026.



OTHER INITIATIVES, SERVICES & PLANNING

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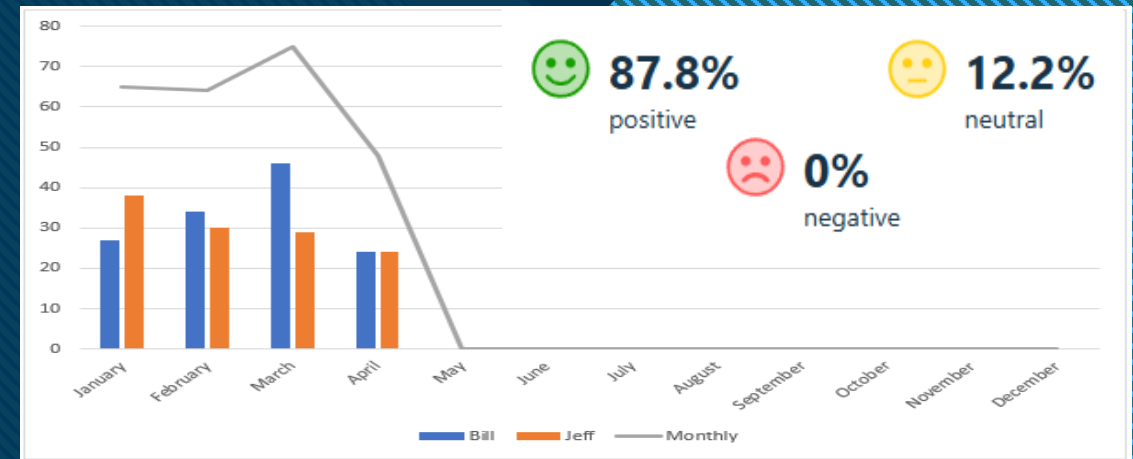
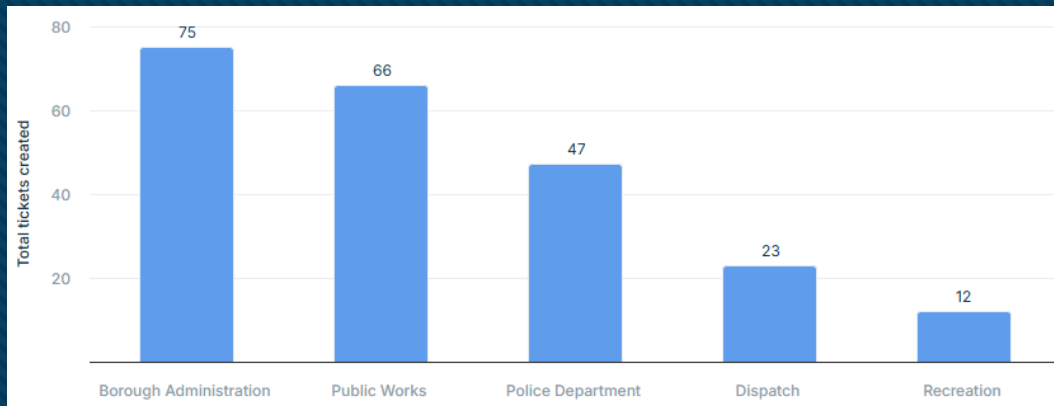
APRIL

- Assisted the police the police department with exploring upgrade option with their RMS (CODY) as it relates to CAD (computer aided dispatch) integration.
- Installed a new PC in dispatch for monitoring the (new) second floor cameras in the municipal building.
- All new second floor cameras were installed in the municipal building. All old Genetec cameras were replaced.
- Set up additional [PC] workspace in Police Emergency Operations Center.
- Working with Sean Mitchell evaluating/testing wireless solutions for the pump stations.
- Setup laptop for Building & Housing (Keisha McKenzie).

HELP DESK SERVICES

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.

Top 5 Departments with Tickets Resolved YTD



252 Help Desk Tickets resolved between January & April. Average of 63 each month.



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.

Cybersecurity Services

Our organization's cybersecurity effort consumes a large part of our day-to-day activities as well as requiring **24x7 monitoring, investigation, and remediation**. This responsibility is managed with the utmost care and commitment.

These efforts include the management of several diverse cybersecurity solutions.

Barracuda™

- Email Gateway Defense – basic email flow security
- Content Shield (internet traffic monitoring, management, and control)
- Impersonation Protection – automated ATP services
- Incident Response – manual ATP response, investigation & response
- Cloud-to-Cloud Backup – All Microsoft 365 services
- Security Awareness Training – phishing and email staff training & audits
- Physical Firewall & VPN services at all borough operated facilities.
- Data Inspector – liability protection, PII monitoring



Other Partners

- Bitdefender – AV services
- Malwarebytes – AV & Patch Management
- Microsoft – Two Factor Authentication
- Duo – Two Factor Authentication
- Datto – Backup & Disaster Recovery (on premises and remote)
- LogMeIn – This allows the information technology to monitor and manage Windows Updates and Anti-Virus services on all the workstations as well as providing the ability to remotely assist employees with technical issues and manage servers.



Microsoft
Authenticator
Microsoft Corporation



CYBERSECURITY SOLUTIONS



Impersonation –
Phishing – Scamming -
Extortion Response

Automated & Follow-up

681



Incident Response
Self-Reported including
investigation &
Remediation

448



Account Takeover
Account Hijack Attempts

1



Security Awareness
Training (PhishLine)
Phishing Testing with Staff

4



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.

Cybersecurity Friday
With Bill Mann

staying cybersafe one week at a time

Special Staff Only Edition - April 17, 2026
What's Happening in Cybersecurity

Subscribe

Cybersecurity Updates

In this very special and exclusive issue of "Cybersecurity Friday" I wanted to take time to cover some of the additional cybersecure tools we have deployed recently. Understanding what these tools are, how they work and why we invest in cybersecurity helps all of us engage and play a part in protecting our organization - and each other.

Why Investment in Cybersecurity is Important & Why Your Role is Critical

Local governments just like ours are very susceptible to successful cybersecurity attacks. What is so important to our organization is **continual cybersecurity investment, innovative solutions and understanding by each and every one of us.**

To demonstrate the risk local governments face, here are 3 major cybersecurity incidents in PA local governments between January & April of this year.

1. **State College Borough** - Network intrusion impacting internal operations, email systems, delays in borough services and more.
2. **Centre Region Council of Governments (COG)** - Shared-services / third party IT impact.
3. **Pennsylvania Office of Attorney General** - Ransomware Attack impacting court cases, disruption in prosecutions, civil-actions and coordination between law enforcement and courts.

It is important to remember that every cybersecurity incident impacts the targeted organization for a very long time. Remediation can take years, liability costs are often in the tens of thousands, organizational credibility is damaged and legal costs can be extreme because of exposed personal information.

ONGOING TRAINING

January - April

Ongoing collaboration, training and education efforts.



CGCIO RECERTIFICATION (*Certified Government Chief Information Officer*)
In January I successfully recertified my CGCIO™ certification through Rutgers University & Public Technology Institute.



Other Courses of Interest
Microsoft SC-5007: Implement Retention, eDiscovery and Communication Compliance with Microsoft Purview
Barracuda - Cybersecurity in 2026: Trends that will shape the future

Streaming Services - Outreach

YouTube Channel – Borough Council Meetings – January through April 2026

FACEBOOK	VIEWS BY MONTH											
	Jan	Feb	Mar	Apr	May	June	July	August	September	October	November	December
Committee Meetings		947	1073	813								
Committee Meetings		850	713	800								
Worksession		1329	967	1059								
Voting Session	3174	1206	679	837								
YOUTUBE	VIEWS BY MONTH											
	Jan	Feb	Mar	Apr	May	June	July	August	September	October	November	December
ACT		15	15	11								
Public Works		31	25	28								
Parking		16	31	22								
Finance & Revenue		13	8	8								
Public Safety		45	25	31								
Smart Growth		14	17	35								
Worksession		82	57	35								
Voting Session	97	26	39	36								
Planning Commission WS		25	34	29								
Planning Commission VS	36	20	29	25								

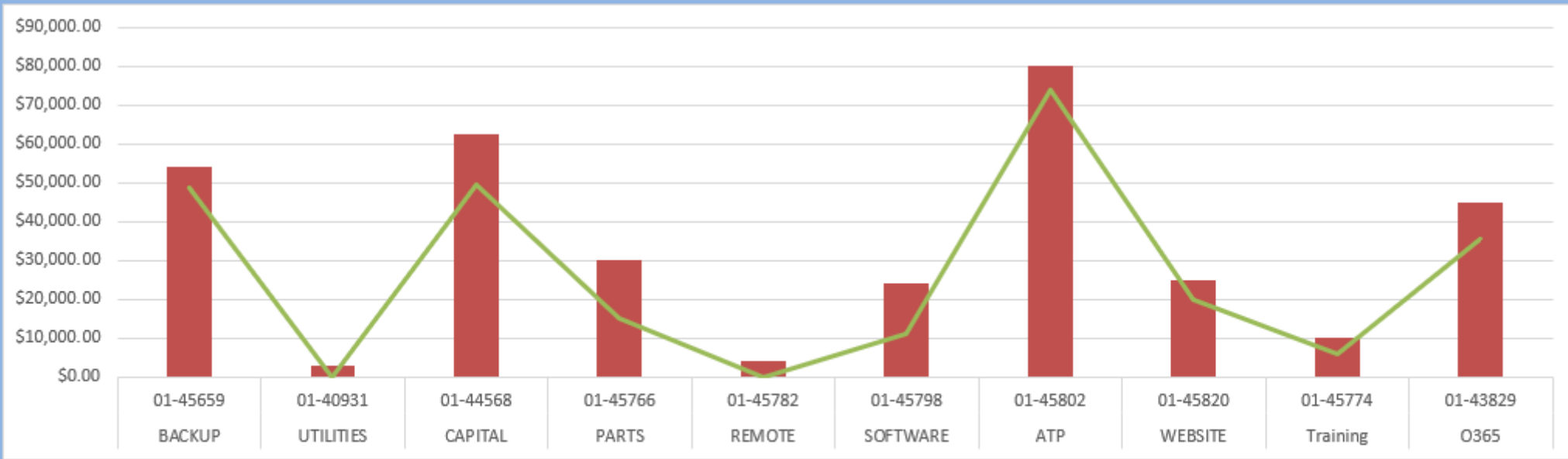
2026 BUDGET

INFORMATION TECHNOLOGY SERVICES | 2026 BUDGET



\$337,114.00
\$258,743.97
\$78,370.03

	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	\$62,414.00	\$30,000.00	\$4,000.00	\$24,000.00	\$80,000.00	\$25,000.00	\$10,000.00	\$45,000.00
YTD	\$48,517.08	\$0.00	\$49,505.82	\$15,095.88	\$0.00	\$11,048.69	\$73,721.86	\$19,776.70	\$5,656.21	\$35,421.73
Remaining	\$5,482.92	\$2,700.00	\$12,908.18	\$14,904.12	\$4,000.00	\$12,951.31	\$6,278.14	\$5,223.30	\$4,343.79	\$9,578.27
	Datto	mobile	3 Projects	Varied	Varied	Varied Adobe	Barracuda PenTesting	CivicPlus	Varied	Microsoft Calltower





William Mann, CGCIO

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



West Chester Community Center & West Chester Borough

Partnership Framework Youth Recreation and Camps

Meeting: April 29, 2026 6:30PM

A simple, phased approach to expanding recreation programming in West Chester

Why We're Here

The West Chester Community Center (WCCC) has served as a trusted community resource since 1918, providing childcare, youth development, and enrichment programming for children and families throughout the Borough.

We appreciate the opportunity to explore a partnership with West Chester Borough Parks & Recreation and believe there is a strong opportunity to build on past collaboration while expanding access to high-quality recreation programming for local youth.

Mission

The mission of the WCCC is to deliver civic, arts, recreation, and education (CARE) programs to underserved individuals and families, while also engaging and benefiting the broader West Chester community.

What This Could Look Like This Summer

Goal: *Fill camps, build visibility, and test the partnership model*

- Borough promotes WCCC summer camps and the summer basketball league through its standard third-party vendor system
- Programs are listed and registered through the Borough platform
- All programs are hosted at the West Chester Community Center

How it works:

- WCCC provides programming, staffing, supervision, and liability coverage
- Borough provides marketing, registration, and visibility
- Since Borough site usage is not required, a reduced administrative fee of 10% is proposed to help keep programs affordable.

👉 Outcome:

Immediate, accessible summer programming for Borough youth



NEW DIRECTIONS CHILDCARE CENTER

STEM & INNOVATION SUMMER CAMP

**FOR SCHOOL-AGE CHILDREN RISING
KINDERGARTEN-6TH**



2026

**NINE WEEKS OF STEM,
EXPLORATION, AND
HANDS-ON LEARNING**

- Math & Problem-Solving Enrichment
- Engineering & Building Challenges
- Science Through Nature & Gardening
- Culinary Science & Nutrition Labs
- Creative Design & Innovation Projects
- Field Trips and Swimming
- Sports & Team-Based Challenges



**JUN 15- AUG 14
MON-FRI
9:00 AM - 4:00 PM
ELRC ACCEPTED
BEFORE & AFTER CARE
AVAILABLE**

**EARLY BIRD SPECIAL
SIGN UP BY MAY 18, 2026
AND PAY ONLY \$295 PER WEEK
\$100 REGISTRATION FEE
TO RESERVE YOUR SPOT NOW!**

(484) 947-0813
Childcare@meltoncenter.org
501 E Miner St. West Chester PA. 19382



WEST CHESTER COMMUNITY CENTER

2026

SPECIALTY SUMMER CAMPS

FOR 5TH TO 8TH GRADERS – JUNE 15 TO AUGUST 14

**NINE WEEKS OF STEM, CREATIVITY, AND HANDS-ON SKILL BUILDING
FLEXIBLE ENROLLMENT: CHOOSE ONE WEEK OR JOIN US FOR ALL 9 WEEKS**

Week of June 15: Soccer OR Culinary Arts

Week of June 22: Volleyball OR Theatre & Dance

Week of June 29: Soccer OR Visual Arts

Week of July 6: Basketball OR Culinary Arts

Week of July 13: Soccer OR Culinary Arts

Week of July 20: Volleyball OR Dance

Week of July 27: Soccer OR Theatre & Dance

Week of August 3: Basketball OR Culinary Arts

Week of August 10: Sports Tournaments OR Creative Showcase

**FULL DAY CAMP –
\$295
9AM – 4PM
INCLUDES LUNCH
ELRC ACCEPTED
BEFORE & AFTER CARE
AVAILABLE**

CAMPERS ARE PLACED IN AGE-APPROPRIATE TEAMS & PARTICIPATE IN ENGAGING SPORTS, ARTS, & CULINARY EXPERIENCES DESIGNED TO BUILD SKILLS, CONFIDENCE, & TEAMWORK—ALL IN A FUN & SUPPORTIVE ENVIRONMENT.

**WEEKLY HIGHLIGHTS INCLUDE
GAMES, PERFORMANCES, &
SHOWCASES**

(484) 947-0813
Childcare@meltoncenter.org
newdirectionschildcare.org
501 E Miner St. West Chester PA. 19382

WEST CHESTER COMMUNITY CENTER

8 | 10 | 33 | 14

WEST CHESTER COMMUNITY CENTER SUMMER LEAGUE 2026

YEAR 16

REGISTRATION CLOSES APRIL 30

3RD-4TH GRADE • 5TH-6TH GRADE • 7TH-8TH GRADE • 9TH-12TH GRADE

WHAT TO EXPECT



Weekly
Sunday Games



Competitive Games
Every Sunday



Player of the Game
Recognition Each Week



Player of the Month
Powered by Texas Roadhouse



End of Season Awards
Champion & Division MVP



End of Season
All Star Games

BASKETBALL. COMMUNITY. TRADITION.

WEST CHESTER COMMUNITY CENTER

Building on What Already Works

Goal: Reestablish a Borough presence at WCCC while maintaining low operational risk

The West Chester Community Center has successfully operated after-school programming for over 14 years.

Program includes:

- After-school programming (3–6 PM)
 - Homework support
 - STEM activities and classes
 - Basketball, Soccer and Volleyball
 - Arts, theatre, music and dance
 - Culinary Arts
- Optional evening and weekend activities
 - Clinics, leagues, performances



How it works:

- WCCC manages staffing, operations, licensing, and liability
- Borough supports promotion, registration, and optional program collaboration of current program
- Borough adds 10% administrative fee to programming aligned with current 3rd party vendor model

- Borough offers the opportunity for borough youth to register for classes offered as a part of the afterschool program

 **Outcome:**

- Expanded access to structured programming
- Consistent engagement for Borough youth
- A strong foundation for future partnership

NEW DIRECTIONS CHILDCARE CENTER

STEAM AFTER-SCHOOL PROGRAM



**LEARNING. CREATIVITY. INNOVATION.
EVERY DAY AFTER SCHOOL**

The New Directions After-School Program provides a safe, engaging, and enriching environment for children ages K-12, combining academic support with hands-on STEAM learning experiences.



WE OFFER:

STEAM Learning

- Hands-on science experiments, Engineering & building challenges, Technology & STEM-based activities, Math enrichment & problem-solving

Arts & Creative Expression

- Visual arts & design, Performing arts & creative movement, Music and cultural arts exploration

Culinary & Life Skills

- Culinary arts & cooking activities, Nutrition and healthy habits, Real-world skill development

Academic Support

- Homework help & tutoring, Reading and math enrichment, Small group learning

Enrichment & Exploration

- Gardening & nature-based learning, Field trips & experiential learning, Team-building and leadership activities

**MONDAY – FRIDAY
3:00PM – 6:00PM**

**LOCATION:
501 E MINER ST. WEST
CHESTER PA. 19382**

**AFFORDABLE PROGRAMMING
WITH SCHOLARSHIPS AVAILABLE
EXPANDING ACCESS TO STEAM
EDUCATION FOR ALL STUDENTS.**

**FREE NUTRITIOUS MEAL & SNACK PROVIDED
DAILY SUPPORTING HEALTHY GROWTH,
LEARNING, AND FAMILY STABILITY.**

childcare@meltoncenter.org
newdirectionschildcare.org
(484) 947-0813

Bringing Back a Borough Camp Model

Goal: *Reintroduce a Borough Camp presence in a sustainable way and without operational burden*

This is an opportunity to build on the success of Camp BIG and prior partnership at the West Chester Community Center.

What this could look like:

- A Borough camp presence hosted at the West Chester Community Center
- A centralized recreation hub model

How it works:

- WCCC provides site, staffing, programming, and liability coverage
- Borough provides branding, registration, visibility, and optional program input

Expanded opportunities include:

- Seasonal sports leagues
- Arts and enrichment programming
- Indoor and outdoor recreation
- Year-round community events

👉 Outcome:

- Restores a Borough camp presence in a sustainable way
- Eliminates need to rebuild large seasonal staff
- Creates a scalable, long-term recreation model

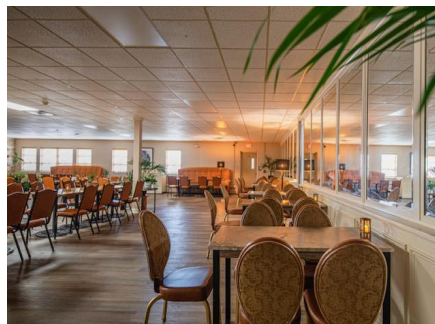
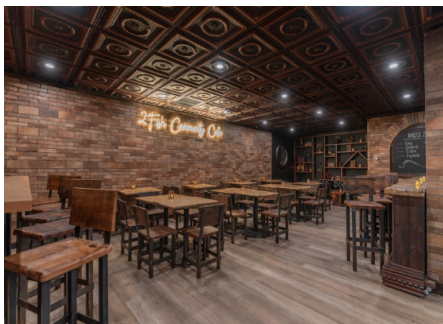
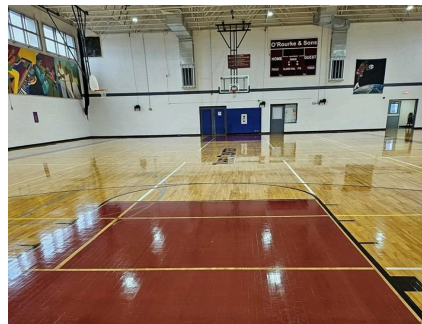
The Space & What It Makes Possible

The West Chester Community Center is a true **indoor/outdoor recreation hub**, offering:

- *Outdoor basketball courts*
- *Indoor basketball and soccer space in 8,000-square-foot air-conditioned gym*
- *Multi-purpose rooms for dance, tutoring, and STEM programming*
- *Theatre space*
- *Licensed kitchen and café for culinary and workforce programming*

👉 *This allows for:*

- *Year-round programming*
- *Multiple activities in one location*
- *Flexible scheduling and transitions*



Why This Works

We are a state-licensed childcare provider. Our staff meet all required standards, including clearances, mandated reporter training, and pediatric CPR certifications. We operate under a higher level of oversight and accountability than a typical third-party vendor. We have also successfully operated the New Directions after-school program for over 15 years, most recently in partnership with the Chester County Intermediate Unit through their 21st Century Learning Center program.

- *State-licensed childcare provider (ages 6 weeks–15 years)*
- *Staff fully cleared and pediatric CPR certified*
- *Higher level of oversight than typical vendors*

Experience includes:

- *14+ years of after-school programming*
- *Partnership with West Chester Area School District and West Chester University*
- *Prior Borough collaboration, including Camp BIG*



Looking Ahead

Many communities have long utilized coordinated recreation models that combine centralized registration with multiple program providers.

In places like Downingtown, DARC has been in place for years, bringing together programming across multiple locations under one system. West Chester Borough previously operated in a similar way, with strong programming and partnerships supporting a wide range of youth activities.

Today, the Borough continues to have strong outdoor assets through its parks, and those will remain an important part of the overall recreation system.

The opportunity is to complement those assets with a centralized indoor/outdoor hub.

The West Chester Community Center allows youth to participate in:

- Sports
- Arts
- Enrichment
- Full after-school programming

All within one consistent location—while still utilizing Borough parks.

👉 Key takeaway:

You already have great outdoor space—this partnership provides the indoor and programmatic complement.

Community Impact

This partnership will:

- *Expand access to underserved youth*
 - *Provide affordable programming (sliding scale + ELRC)*
 - *Provide more recreation and enrichment opportunities to all West Chester youth*
 - *Increase participation in Borough recreation programs*
 - *Strengthen community engagement*
 - *Provide a safe, consistent environment for youth*
-

Next Steps

- *Share feedback and explore alignment*
- *Determine opportunities for summer collaboration*
- *Discuss fall programming expansion*
- *Continue partnership conversations*

Meeting Minutes

Administration, Communication, and Technology

Date: Wednesday, April 8, 2026 @ 6:30 PM

Committee Members: Lisa Kearns, Chair
Stephen Marvin - **absent**
Jerry Szczepaniak

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

II. Announcements

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

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

- A. ACT Committee – **Completed**
- B. Quarterly Report – Sustainability, Will Williams - **Completed**

V. Old business

- A. Approve March 2026 meeting minutes – **Approved 2-0**
- B. Motion to approve policy for Council remote meeting attendance – **Approved 2-0**
Issue: Policy for remote attendance at work session, business, and committee meetings
- C. Motion to approve Council communication and agenda management guidelines – **Approved 2-0**
Issue: Policy for Council/staff communication, agenda management, and Sunshine laws
- D. Motion to approve organizational chart for borough website – **Continued until next month**
Issue: Updated organization chart for borough website

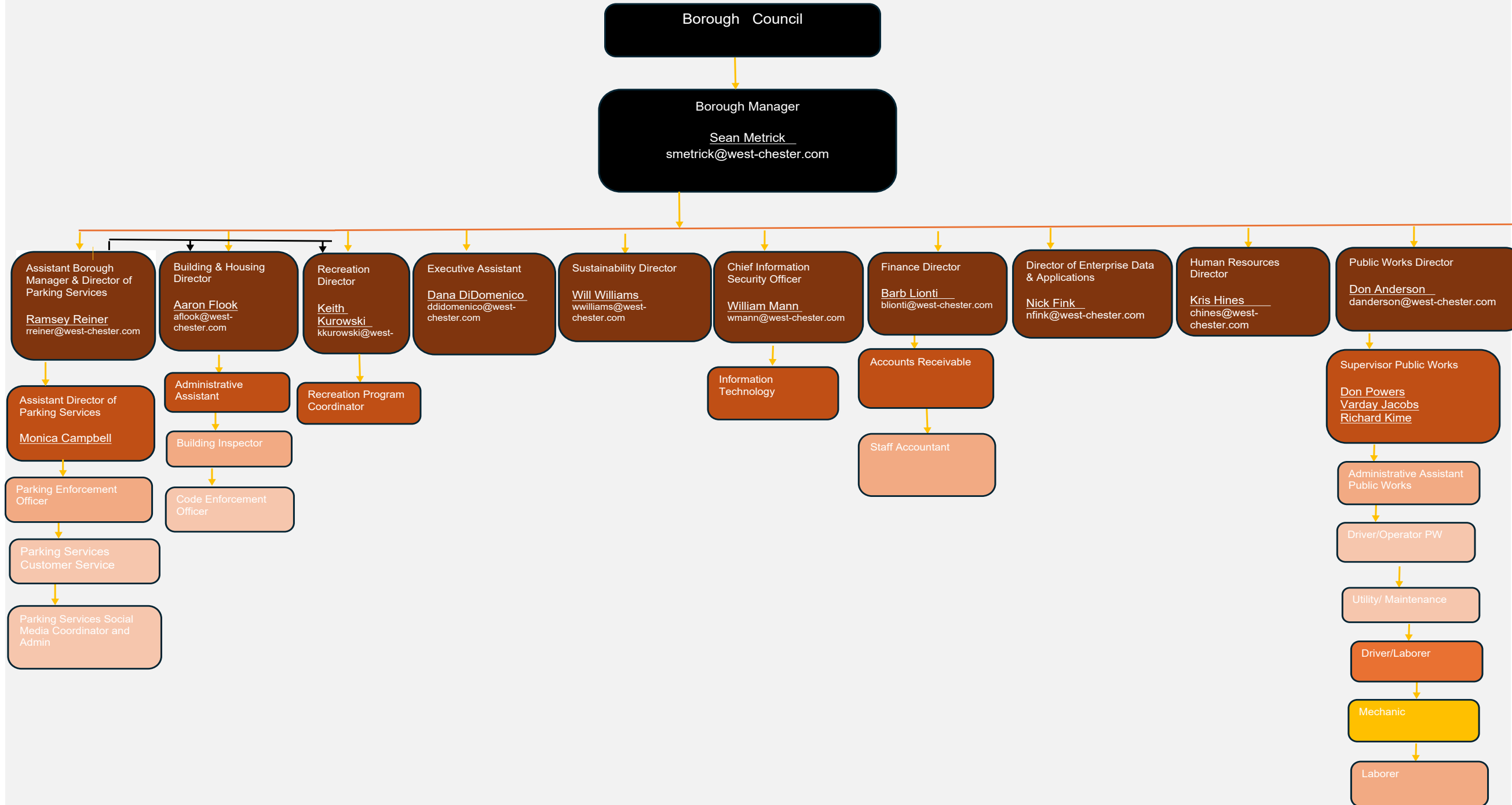
VI. New business

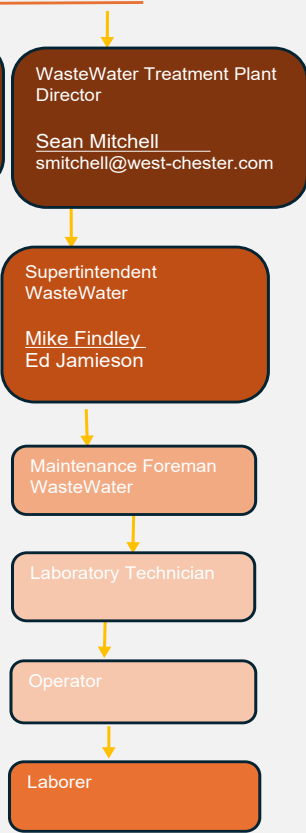
- A. Motion to approve the annual lease with the West Chester Food Cooperative – **Approved 2-0**
Issue: Approve annual lease in Lot #10
- B. Motion to approve annual lease with West Chester Growers Association – **Approved 2-0**
Issue: Approve annual lease in Lot #10
- C. Motion to approve authorizing Borough Manager to execute an energy supply contract – **Approved 2-0**
Issue: The Borough's energy supply contract expires December 31, 2026.

VII. 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.

Borough of West Chester Organizational Chart





Borough of West Chester Police Organizational Chart

