



ACT Committee Meeting
June 10, 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. The Borough of West Chester Administrative Offices will be closed on June 19th and July 3rd for the Juneteenth and Fourth of July Holidays

B. Announce the Revolutionary flag raising ceremony at Borough Hall on July 1st at 9:30 AM

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. Data Manager Quarterly Report – Nick Fink (attachment)

V. Old Business

A. Approve May 2026 meeting minutes (attachment)

VI. New Business

A. Discuss increasing the compensation for the Mayor and Borough Council pursuant to State law, Act 131 (attachment)

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.



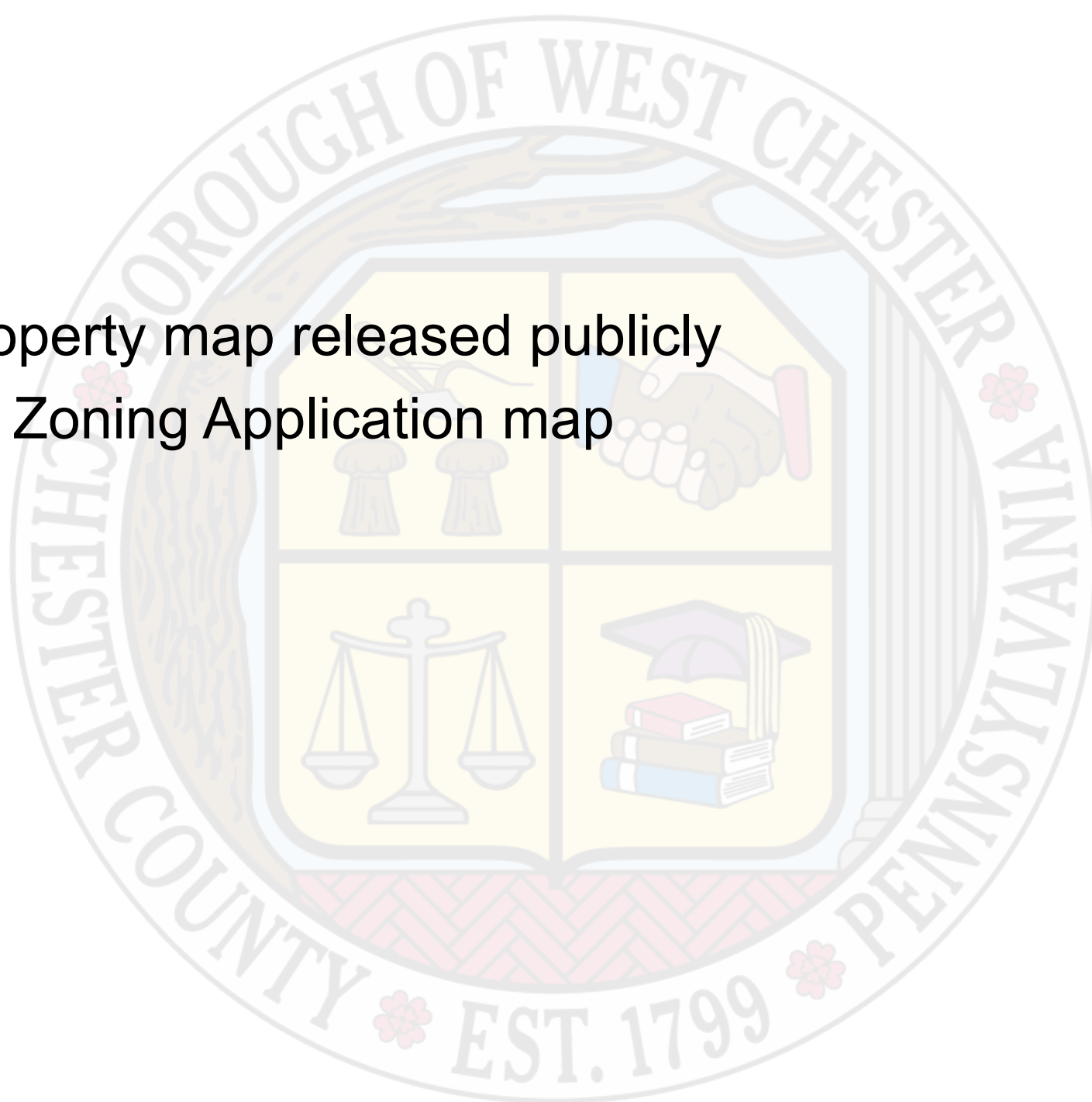
Data Manager Quarterly Report

June 2026

Nick Fink, Manager of Enterprise Data and Applications

GIS

- Rental property map released publicly
- SALDO + Zoning Application map




Asset Management System

- Maintenance, administration, etc.
- Wrote integration with fuel card system
- Add roadway right of way widths from Chester County (based on deeds of dedication)
- Wrote integration with SmartGov for service requests
- Intern Jessica Ritins started June 8th to work on tree data

Asset Management System

Equipment **44-52**



Equipment Classificat...: **Hours**

Manufacturer: **Mack**

Model: **LR64**

Purchase Date: **6/30/2019**

Cost Per Hours: **\$0.00**

Equipment Usage Cost: **\$64,774**

Risk Score

-/25

1 25

Unknown Risk

Vendor Cost	\$10,035	Fuel Cost	\$14,317
Labor Cost	\$0	Parts Cost	\$0
Total Cost \$24,352			

- Details
- Risk
- Rates
- Tasks
- Usage Log
- Fuel Log
- Usage Tracking
- Inspections
- Replacement Parts
- History

Fuel Log

Add +
Advanced Filter ⚡
Actions

<input type="checkbox"/>	Date	Fuel Type	Odometer	Quantity	Unit Cost	
<input type="checkbox"/>	5/28/2026	Diesel	63712	35.04	\$5.81	
<input type="checkbox"/>	5/26/2026	Diesel	63578	26.95	\$5.81	
<input type="checkbox"/>	5/22/2026	Diesel	63502	24.78	\$5.85	
<input type="checkbox"/>	5/19/2026	Diesel	63303	25.54	\$5.75	
<input type="checkbox"/>	5/18/2026	Diesel	63231	24.43	\$5.75	
<input type="checkbox"/>	5/15/2026	Diesel	63156	12.53	\$5.88	
<input type="checkbox"/>	5/13/2026	Diesel	63023	16.43	\$5.75	

Selected 0 1 - 8 of 8

Permitting/Licensing System

- Maintenance, administration, etc.
- Contract renewal talks (annual YoY increase was 10%, down to 5% over three years)
- Working to transition Public Works permits to SmartGov

Finance System Implementation

- Some data conversions removed from project scope (\$\$\$ saved)
- Staff filled out RFIs and met with vendor
- Estimated accounting go-live date: 8/31/2026
- Estimated tax collection go-live date: 1/19/2027
- Still looking for best path forward regarding on-site payments

Citizen Request Tracking

Current State & Challenges

Past

- Civic Plus Request Tracker/Forms
 - Goes into our website (west-chester.com)
 - Hard to track
- Phone Calls/Emails
 - Siloed in someone's email/files
 - Hard to track

Current

- Granicus Permitting, Compliance & Licensing (SmartGov)
 - Public facing portal
 - Collects information in a structured way for all requests
 - Built-in reporting/on-the-fly filtering
- OpenGov Enterprise Asset Management (Cartegraph)
 - Internal request portal only
 - Staff enters information for calls/emails, or it's automatically brought over from SmartGov
 - Built-in reporting/on-the-fly filtering

Why Two Systems?

- SmartGov is an enterprise property information system
 - Permits, code enforcement, licensing, etc.
 - Public facing portal allows 24/7/365 applications, payments, and requests
 - Property information updated from the County weekly
 - Allows us to track and document work, violations, and history at the property level
- Cartegraph is an enterprise asset management/work order system
 - Vehicles, buildings, infrastructure, etc.
 - Allows us to track the OpEx and CapEx history of our infrastructure and resources

What Goes Where?

- Road issues
- Sewers
- Street Trees
 - Parks
- Anything Infrastructure

Cartegraph

- Code Violations
- Quality of Life Issues
- Anything Permitting/licensing/
property related

SmartGov

Current Issues/Pain Points

- Zombie forms on west-chester.com
- SmartGov request tracking for the public
 - Requester receives an email with a PIN and access code to check the status of the request, no automatic notifications once it's submitted
 - Photos can't be submitted
- Confusing messaging around where to report issues

How Do I Report Something To WCPD?

CALL THE POLICE DIRECTLY.

MEETING MINUTES

Administration, Communication, and Technology

Date: Wednesday, May 13, 2026 @ 6:30 PM

Committee Members: Lisa Kearns, Chair
Stephen Marvin
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 Worksession for May will be held Monday May 18, 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, 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 –*Chair Report, workplan and issues raised at prior meetings* - **COMPLETED**
- B. Quarterly Report – Chief Information Security Officer, William Mann - **COMPLETED**
- C. West Chester Community Center (Introductory presentation from West Chester Community Center re: possible shared communication and future recreational partnership) - **COMPLETED**

V. Old business

- A. Approve April 2026 meeting minutes – **APPROVED 3-0**
- B. Motion to approve organizational chart for borough website – **APPROVED 3-0**
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 - **COMPLETED**
- B. Discuss efforts to strengthen Borough and WCU coordination re: public information sharing - **COMPLETED**
- C. Motion to approve proposal from HRMM& L for legal representation related to the Borough of West Chester v. Pennsylvania State System of High Education, et al. – **APPROVED 3-0**
Issue: Consider entering into an agreement for legal representation

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, PA
Wednesday, June 3, 2026

Chapter C. Home Rule Charter of the Borough of West Chester and Its Government

Article II. The Borough Council

Section 207. Salaries.

8 Pw-CAS 1001

- A. Each Member of Council may receive compensation to be fixed by ordinance, which shall be enacted prior to the fifteenth day of February of any year in which Members of Council are normally elected, as prescribed in Section 204(B). Such compensation shall not exceed the maximum established by **Section 1001 of the Borough Code**. No ordinance shall change the salary of any Member of Council after his or her election or appointment.
- B. Members of Council shall receive no other compensation from the Borough, direct or indirect. They may, however, receive reimbursement of expenses actually incurred in the performance of their duties. The Administrative Code shall prescribe the procedure for the authorization and approval of such expenses.
- C. In no case shall the compensation for any Member of Council exceed that of the Mayor. However, wherever the Mayor's compensation exceeds that authorized by this section for Members of Council, the President of Council may receive compensation not to exceed that of the Mayor.

Borough of West Chester, PA
Wednesday, June 3, 2026

Chapter C. Home Rule Charter of the Borough of West Chester and Its Government

Article IV. Mayor

Section 405. Salary.

8 Pa CSA § 1025

- A. The Mayor may receive compensation to be fixed by ordinance, which shall be enacted prior to the fifteenth day of February of any year in which the Mayor is normally elected, as prescribed in Section 402(B). Such compensation shall not exceed the maximum established by Section 1025 of the Borough Code. No ordinance shall change the salary of the Mayor after his or her election or appointment.
- B. The Mayor shall receive no other compensation from the Borough, direct or indirect. He or she may, however, receive reimbursement of expenses actually incurred in the performance of his or her duties. The Administrative Code shall prescribe the procedure for the authorization and approval of such expenses.

*Borough of West Chester, PA
Wednesday, June 3, 2026*

Chapter 3. Administrative Code

Article IV. Borough Council/Mayor

§ 3-11. Compensation: Council and Mayor.

{Amended 12-19-2001 by Ord. No. 18-2001}


- A. Salary of Council members. Each member of Council shall be paid an annual salary as compensation for the duties imposed by Act No. 581 of 1965, as amended, known as the Borough Code, as follows:
 - (1) Commencing January 1, 2006, each member of Council shall be paid the sum of \$4,000, payable quarterly.
 - (2) Commencing January 1, 2008, each member of Council shall be paid the sum of \$4,125, payable quarterly.
- B. Salary of Mayor. The Mayor of the Borough of West Chester shall be paid an annual salary as compensation for the duties imposed by Act No. 581 of 1965, as amended, known as the Borough Code, as follows:
 - (1) Commencing January 1, 2006, the Mayor shall be paid the sum of \$4,000, payable quarterly.
 - (2) Commencing January 1, 2008, the Mayor shall be paid the sum of \$4,125, payable quarterly.

8 Pa.C.S. § 1001

Pa.C.S. documents are current through 2026 Regular Session Act 17; P.S. documents are current through 2026 Regular Session Act 17

Pennsylvania Statutes, Annotated by LexisNexis® > Pennsylvania Consolidated Statutes (§§ 101 — 9901) > Title 8. Boroughs and Incorporated Towns (Pt. I) > Part I. Boroughs (Chs. 1 — 35) > Chapter 10. Powers and Duties of Elected Officials. (Subchs. A — F) > Subchapter A. Council. (§§ 1001 — 1016)

Notice

 This section has more than one version with varying effective dates.

§ 1001. Organization of council, quorum, participation by telecommunication device, voting, compensation and eligibility.

(a) Organization. The council shall organize on the first Monday of January of each even-numbered year by electing one member as president and one member as vice president, who shall hold the offices at the pleasure of the council. If the first Monday is a legal holiday, the meeting and organization shall take place the following day. Any action taken by any council at any time between 12:01 a.m. on January 1 of an even-numbered year and the organization of council in that year shall be subject to reconsideration by the new council at any time within ten days after organization. The council may, at the organizational meeting, appoint other officers as may be provided for by law or ordinance, or as may be deemed necessary for the conduct of affairs of the borough, and may transact any other business as may come before the meeting. The president, and, during the president's absence or incapacity, the vice president, shall preside over the meetings of council and perform other duties as are prescribed by this part or by ordinance.

(b) Quorum. A majority of the membership of council then in office shall constitute a quorum. Except as provided in subsection (c), only council members physically present at a meeting place within the borough shall be counted in establishing a quorum.

(c) Telecommunication. Council may provide for the participation of council members in council meetings by means of telecommunication devices, such as telephones or computer terminals, which permit, at a minimum, audio communication between locations, if the following apply:

(1) A majority of the membership of council then in office is physically present at the advertised meeting place within the borough and a quorum is established at the convening or reconvening of the meeting. If, after the convening or reconvening of a meeting, a member has been disqualified from voting as a matter of law, but is still physically present, council members participating by telecommunication device in accordance with this section shall be counted to maintain a quorum.

(2) The telecommunication device used permits the member or members of council not physically present at the meeting to:

- (i)** speak to and hear the comments and votes, if any, of the members of council who are physically present, as well as other members of council who may not be physically present and are also using a telecommunication device to participate in the meeting; and
- (ii)** speak to and hear the comments of the public who are physically present at the meeting.

(3) The telecommunication device used permits the members of council and the members of the public who are physically present at the meeting to speak to and hear the comments and the vote, if any, of the member or members of council who are not physically present at the meeting.

(4) Physical absence of a council member. Council may only authorize participation by telecommunication device for one or more of the following reasons:

- (i)** illness or disability of the member of council;
- (ii)** care for the ill or newborn in the member's immediate family;
- (iii)** emergency; and
- (iv)** family or business travel.

(5) Nothing in this subsection shall be construed to limit the protections and prohibitions contained in any law or regulation relating to the rights of the disabled.

(d) Voting. A member of the council shall not be disqualified from voting on any issue before the council solely because the member has previously expressed an opinion on the issue in either an official or unofficial capacity.

(e) Compensation. Members of council may receive compensation to be fixed by ordinance as follows:

- (1)** In boroughs with a population of less than 5,000, a maximum of \$3,145 per year.
- (2)** In boroughs with a population of 5,000 or more but less than 10,000, a maximum of \$4,190 per year.
- (3)** In boroughs with a population of 10,000 or more but less than 15,000, a maximum of \$5,450 per year.
- (4)** In boroughs with a population of 15,000 or more but less than 25,000, a maximum of \$6,915 per year.
- (5)** In boroughs with a population of 25,000 or more but less than 35,000, a maximum of \$7,335 per year.
- (6)** In boroughs with a population of 35,000 or more, a maximum of \$8,385 per year.

The salaries shall be payable monthly or quarterly for the duties imposed by this part. Benefits provided to members of council under section 1202(26) (relating to specific powers) shall not be considered pay, salary or compensation, but payment for all or a part of the premiums or charges for the benefits shall be in accordance with section 1202(26). Any change in salary, compensation or emoluments of the elected office shall become effective at the beginning of the next term of the member of council.

(e.1) Alternative compensation. Notwithstanding subsection (e), the council may provide that members of the council shall receive compensation on a per-meeting basis based on attendance of members of council. Total annual compensation may not exceed the amounts specified in subsection (e). Compensation shall only be payable for duly advertised public meetings in which a member of council participated, except compensation is not payable if a member of council is absent from a meeting and the absence is not excused. Excused absence from a meeting shall be determined by council and shall include, but not be limited to, an emergency or illness of the member of council or the member's immediate family, as well as family or business travel. Council may require documentation to support an excused absence.

(f) Eligibility for compensation. The population shall be determined by the latest available official census figures, except that a borough shall not be required to reduce the salary of a mayor or member of council as a result of a decrease in population. In no case shall the compensation for any member of council exceed that of the mayor in any given borough, but, if the mayor's compensation exceeds that authorized by this section for members of council, the president of council may receive compensation not to exceed that of the office of mayor.

History

[Act 2014-37](#) (H.B. 1719), , § 1, approved Apr. 18, 2014, eff. in 60 days; [Act 2024-131](#) (H.B. 2265), P.L. 1120, § 1, approved October 31, 2024, effective December 30, 2024.

Annotations

Notes

Editor's Notes

Section 1 of [Act 2014-37](#) added new Chapter 10, "Powers and Duties of Elected Officials", including Subchapter A, "Council", on April 18, 2014, effective in 60 days.

Amendment Notes

The 2024 amendment substituted "\$3,145" for "\$1,875" in (e)(1); substituted "\$4,190" for "\$2,500" in (e)(2); substituted "\$5,450" for "\$3,250" in (e)(3); substituted "\$6,915" for "\$4,125" in (e)(4); substituted "\$7,335" for "\$4,375" in (e)(5); substituted "\$8,385" for "\$5,000" in (e)(6); added (e.1); and in (f), added "except that a borough shall not be required to reduce the salary of a mayor or member of council as a result of a decrease in population" at the end of the first sentence.

Research References & Practice Aids

Hierarchy Notes:

[8 Pa.C.S.](#)

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End of Document

8 Pa.C.S. § 10A04

Pa.C.S. documents are current through 2025 Regular Session Act 38; P.S. documents are current through 2025 Regular Session Act 38

Pennsylvania Statutes, Annotated by LexisNexis® > Pennsylvania Consolidated Statutes (§§ 101 — 9901) > Title 8. Boroughs and Incorporated Towns (Pt. I) > Part I. Boroughs (Chs. 1 — 35) > Chapter 10A. Mayor. (§§ 10A01 — 10A08)

§ 10A04. Salary of *mayor*.

(a) General rule. The salary of the mayor shall be established by ordinance and shall not exceed the following:

- (1)** In a borough with a population of less than 5,000, a maximum of \$4,190 per year.
- (2)** In a borough with a population of 5,000 or more but less than 10,000, a maximum of \$8,385 per year.
- (3)** In a borough with a population of 10,000 or more but less than 15,000, a maximum of \$12,575 per year.
- (4)** In a borough with a population in excess of 15,000, a maximum of \$840 per year per 1,000 residents or fraction of 1,000, the population to be determined by the latest official census figures.

(a.1) Treatment of benefits. Benefits provided to the mayor under section 1202(26) (relating to specific powers) shall not be considered pay, salary or compensation, but payment for all or a part of the premiums or charges for the benefits shall be in accordance with section 1202(26).

(b) Change in salary. A change in salary, compensation or emoluments of the elected office shall become effective at the beginning of the next term of the mayor.

History

[Act 2014-37](#) (H.B. 1719), , § 1, approved Apr. 18, 2014, eff. in 60 days; [Act 2024-131](#) (H.B. 2265), P.L. 1120, § 2, approved October 31, 2024, effective December 30, 2024.

Annotations

Notes

Amendment Notes

The 2024 amendment substituted “\$4,190” for “\$2,500” in (a)(1); substituted “\$8,385” for “\$5,000” in (a)(2); substituted “\$12,575” for “\$7,500” in (a)(3); and substituted “\$840” for “\$500” in (a)(4).

Research References & Practice Aids

Hierarchy Notes:

[8 Pa.C.S.](#)

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NOTICE

Home (index.php) / Notice

Bill to Increase Borough Compensation Maximums Signed into Law

November 4th, 2024

House Bill 2265 ([https://www.legis.state.pa.us/cfdocs/billInfo/billInfo.cfm?](https://www.legis.state.pa.us/cfdocs/billInfo/billInfo.cfm?sYear=2023&sInd=0&body=H&type=B&bn=2265)

[sYear=2023&sInd=0&body=H&type=B&bn=2265](https://www.legis.state.pa.us/cfdocs/billInfo/billInfo.cfm?sYear=2023&sInd=0&body=H&type=B&bn=2265)), sponsored by Representative Kyle Donahue (D-Lackawanna), was signed by Governor Josh Shapiro after the bill was passed with a bipartisan vote of 49-1 by the Pennsylvania Senate on Tuesday October 22, 2024. Act 131 will increase the maximum allowable compensation for borough council members and mayors. The maximum allowable compensation for borough officials had not been updated since 1995.

Act 131 does not directly increase any official's compensation since boroughs must set compensation locally through ordinance. Commensurate with the Pennsylvania Constitution, any changes to a borough official's compensation cannot take effect until the beginning of the official's next term of office.

In addition to raising the compensation maximums, Act 131 allows boroughs to pay officials on a per meeting basis and provides for excused absences from meetings.

Act 131 also clarifies that if a future federal census pushes a borough below a certain population threshold, the borough would not be required to lower borough officials' compensation.

Listed below are the current compensation maximums for **council members** and the new increase under Act 131.

- Boroughs with a population of less than 5,000, are currently capped at a maximum of \$1,875 per year. Act 131 sets the new maximum at \$3,145 per year.
- Boroughs with a population of 5,000 or more but less than 10,000, are currently capped at a maximum of \$2,500 per year. Act 131 sets the new maximum at \$4,190 per year.
- Boroughs with a population of 10,000 or more but less than 15,000, are currently capped at a maximum of \$3,250 per year. Act 131 sets the new maximum at \$5,450 per year.
- Boroughs with a population of 15,000 or more but less than 25,000, are currently capped at a maximum of \$4,125 per year. Act 131 sets the new maximum at \$6,915 per year.

Listed below are the current compensation maximums for **mayors** and the new increase under Act 131.

- Boroughs with a population of less than 5,000, are currently capped at a maximum of \$2,500. Act 131 sets the new maximum at \$4,190 per year.
- Boroughs with a population of 5,000 or more but less than 10,000 are currently capped at a maximum of \$5,000. Act 131 sets the new maximum at \$8,385 per year.
- Boroughs with a population of 10,000 or more but less than 15,000 are currently capped at a maximum of \$7,500. Act 131 sets the new maximum at \$12,575 per year.
- Boroughs with a population in excess of 15,000 are currently capped at a maximum of \$500 per year per 1,000 residents or fraction of 1,000. Act 131 sets the new maximum at \$840 per year per 1,000 residents or fraction of 1,000.

Act 131 takes effect on December 30, 2024. New compensation will not take effect until a local ordinance is enacted, and the new compensation applies to the next term of office after the ordinance is enacted.

Select Language | ▼

Borough Planner / Calendar (calendar.php)

14 U.S. Army Birthday (calendar.php)
JUN

14 Flag Day (calendar.php)
JUN

15 Local Highway Finance Report (FHWA 536) Due to PennDOT (calendar.php)
JUN

Calendar - Print/Flip Version (/PSAB 2026 Calendar/index.html)

Article IV Borough Council/Mayor

§ 3-10 General provisions.

The powers, composition, terms, election, eligibility, authority, prohibitions and other matters concerning the elected Borough Council are set forth in Article II of the Home Rule Charter for the Borough of West Chester.

§ 3-11 Compensation: Council and Mayor.

{Amended 12-19-2001 by Ord. No. 18-2001}

- A. Salary of Council members. Each member of Council shall be paid an annual salary as compensation for the duties imposed by Act No. 581 of 1965, as amended, known as the Borough Code, as follows:
- (1) Commencing January 1, 2006, each member of Council shall be paid the sum of \$4,000, payable quarterly.
 - (2) Commencing January 1, 2008, each member of Council shall be paid the sum of \$4,125, payable quarterly.
- B. Salary of Mayor. The Mayor of the Borough of West Chester shall be paid an annual salary as compensation for the duties imposed by Act No. 581 of 1965, as amended, known as the Borough Code, as follows:
- (1) Commencing January 1, 2006, the Mayor shall be paid the sum of \$4,000, payable quarterly.
 - (2) Commencing January 1, 2008, the Mayor shall be paid the sum of \$4,125, payable quarterly.

§ 3-12 Indemnification and personal liability insurance.

To protect the Borough Council and the Mayor from personal liability in the performance of their duties, indemnification and personal liability insurance shall be provided by the Borough. The amounts and limits of said insurance will be determined by the Borough Council. Each Council person and the Mayor shall be indemnified against expenses (including attorney's fees), judgments, fines and amounts paid in settlement actually and reasonably incurred by him/her in connection with any adverse action by reason of the fact that he/she is or was a Council member or Mayor, if they acted in good faith and in a manner he/she reasonably believed to be in the best interests of the Borough and, with respect to any criminal action or proceeding, had no reasonable cause to believe their conduct was unlawful.

- A. The termination of any action, suit or proceeding by judgment, order, settlement, conviction or upon a plea of nolo contendere or its equivalent shall not of itself create a presumption that the Council member or Mayor did not act in good faith and in a manner which he/she reasonably believed to be in the best interests of the Borough and, with respect to any criminal action or proceeding, had reasonable cause to believe that his/her conduct was unlawful.
- B. To the extent that the Council member or Mayor has been successful on the merits or otherwise in defense of any adverse action, he/she shall be indemnified against expenses, including attorney's fees, actually and reasonably incurred by him/her in connection therewith as of right. In all other instances, indemnification should be made by the Borough only as authorized in a specific case upon a determination that the indemnification is proper in the circumstances because he/she has met the applicable standard of conduct set forth above. Such determination shall be made by the Borough Council by a majority vote of a quorum consisting