

AGENDA

Administration, Communication & Technology Committee of Borough Council

Date: Tuesday, January 7, 2025 @ 5:30 PM

Committee Members: Bryan Travis, Chair
Brian McGinnis
Sheila Vaccaro

Staff: William Mann, Chief Information Security Officer
John Crouser, Director of Human Resources
Sean Metrick, Borough Manager

Call to order

I. Announcements

A. Announce the Public Hearing on January 15, 2025: Amendment to the Transportation Advisory Committee

II. 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.)

III. Reports

A. CISO Quarterly Report (*attachment*)

IV. Old business

A. Discuss revising Borough Council Committee Meeting dates
Issue: Discuss holding Parking and Smart Growth Committee Meetings on the same evening; discuss holding the Public Works and Finance Committee meetings on the same evening

B. Discuss amendments to Rules and Procedures of Borough Council (*attachment*)
Issue: Review the procedures and policies of conducting Borough Council meetings

C. Approve December 2024 meeting minutes (*attachment*)

V. New business

A. Agenda Meeting Management Premium add-on purchase for our website. PO Request submitted in the Finance & Revenue agenda. (*attachment*)
Issue: This new Agenda and Meeting Management software will streamline our meeting management process, including agendas, minutes, attachments and more. (*attachment*)

- B. Motion to appoint membership terms to the TAC members (attachment)
Issue: Appoint members to staggering two and three year terms.
- C. Discuss interview process for the Borough Boards, Committees and Commissions
Issue: Discuss Borough Boards, Committees and Commissions interviewing candidates for vacancies; and, making a recommendation to Borough Council for appointment
- D. Motion to Appoint Borough Engineers, Planning Consultant, Independent Auditor, and Solicitor/
legal counsel
Issue: Chapter 3-19 C and 3-28 of the Administrative Code governs the appointment of these positions.

Legal Services

- 1)Buckley Brion McGuire Morris
- 2)Siana Law
- 3)Wetzel, Gagliardi, Fetter & Lavin
- 4)Obermayer Rebmann Maxwell & Hippel LLP
- 5)Bellwoar Kelly
- 6)McMaine Leinhauser

Engineering Services

- 1)Pennonni
- 2)Remington and Vernick
- 3)BCM/Atlas

Planning

- 1)Thomas Comitta Associates Inc

Audit

- 1) Maillie LLP

VI. Adjournment

Visit www.west-chester.com for access to all attachments.

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