

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

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.

Issue: This new Agenda and Meeting Management software will streamline our meeting management process, including agendas, minutes, attachments and more. (attachment)

B. OpenGov Asset Management (Cartegraph) 2025 Renewal

C. Granicus SmartGov 2025 Renewal

D. Motion to appoint membership terms to the TAC members

Issue: Appoint members to staggering two and three year terms.

E. Discuss interview process for the Borough Boards, Committees and Commissions

Issue: Discuss Borough Boards, Committees and Commissions interviewing candidates and making a recommendation to Borough Council

- E. 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

Engineering Services

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

Planning

- 1)Thomas Comitta Associates Inc

Audit

- 1) Maillie LLP

VI. Other business

VII. Adjournment

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

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