

AGENDA

Administration, Communication & Technology Committee of Borough Council

Date: Tuesday, April 8, 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
Nicholas Fink, Manager of Data and Enterprise Applications
Will Williams, Director of Sustainability
Sean Metrick, Borough Manager

Call to order

I. Announcements

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.)

II. Reports

- A. CISO Monthly Report – submitted for questions and comments (*attachment*)
- B. Human Resources report (*attachment*)

III. Old business

- A. Approve the March 2025 minutes (*attachment*)
- B. SEPTA and West Chester Borough lease agreement for use of West Chester Branch Line (*attachment*)
Issue: Review lease agreement
- C. West Chester Borough and 4 State, dba West Chester Railroad, sublease agreement for operation of a tourist train (*attachment*)
Issue: Review lease agreement
- D. Discussion of requirement of International Code Council certification for specialized trades, HVAC, electric, plumbing, under Borough code (*attachment*)
Issue: Review Ordinances and discuss requirements of specialized trades

IV. New business

- A. Recommend Borough Council Chambers audio/microphone capital project. (*attachment*)
Issue: Improve and upgrade the audio recording & streaming services in the council chambers. 3 Year Lease (\$12,414.23 annually, 1\$ buy-out)

V. Adjournment

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

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