

## 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**

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