

Administration, Communication & Technology Committee of Borough Council

Date: Tuesday, July 8, 2025 @ 5:30 PM

Committee Members: Bryan Travis, Chair  
Brian McGinnis  
Sheila Vaccaro

Staff: William Mann, Chief Information Security Officer  
Nicholas Fink, Manager of Data and Enterprise Applications  
Will Williams, Director of Sustainability  
Sean Metrick, Borough Manager

Call to order

I. Announcements

- A. Public Hearing, July 16 2025 @ 6:30 PM, to approve the five-year business plan with the West Chester Business Improvement District. (attachment)

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. Chief Information Security Officer, Monthly Report – (attachment)
- B. Quarterly Report: Nicholas Fink, Manager of Data and Enterprise Applications (attachment)

III. Old business

- A. Approve the July 2025 minutes (attachment)
- B. Discuss Christmas Parade process and procedures for discounted fees

IV. New business

- A. Approve Resolution to dispose of the following records (attachment)

- 1. Open Records Files prior to 2022
- 2. Solicitors applications prior to 2021
- 3. Building & Housing Residential Building Permits prior to 2020
- 4. Rental Permit Receipts prior to 2017

*Issue: Dispose of old records according to the Pennsylvania Records Retention and Disposal Schedule.*

- C. Discuss interpretation of PA sunshine requirement for residents in attendance regarding **items not on the agenda (section § 710.1. Public participation).**

*Issue: (1) The purpose of the agenda item, who it is for, and who it is not for; and,  
(2) The reasonable amount of time allotted to this item.*

V. Adjournment

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