

AGENDA

Kaizen, Technology & Communications Committee

April 12th , 2016 – 6:30 pm

Committee Members: Brian Abbott - (Chair)
Don Braceland
Diane LeBold

Department Head: Bill Mann

1. Comments, suggestions, petitions by residents in attendance regarding items not on the agenda.
2. Rail Road Commission Update
3. Strategic Visioning Update
4. Review of HB-340 (New Executive Session Mandates)
5. Discuss proposed Resolution #8-2016 (documents to be shredded)
Shred documents
6. Discuss Diane LeBold's request to be Voting Delegate for Borough at the PSAB conference
7. Update on Skype For Business Project
8. Government Transparency & Website Articles
9. Other Business

DAN TRUITT, MEMBER
156th LEGISLATIVE DISTRICT

E-mail: dtruitt@pahousegop.com
Web: RepTruitt.com



Goshen Executive Center
1450 East Boot Road, Suite 100-D
West Chester, PA 19380
Phone: (610) 696-4990
Fax: (717) 782-2908

House of Representatives

Commonwealth of Pennsylvania
Harrisburg

March 28, 2016

Diane C Lebold
123 East Union Street
West Chester, PA 19382

Dear Diane,

Thank you very much for sharing with me your concerns about House Bill 340 (HB-340). It is always great hearing from you, and I welcome this opportunity to respond.

As you know, HB-340 would amend Title 65 dealing with executive sessions and would allow an executive session to be held to discuss among other things, any matter pertaining to a specific individual prospective, current or former employee as well as review and discussion of plans related to security and emergency preparedness. HB-340 also includes a requirement that an executive session be recorded and that the recording be preserved for one year.

I actually voted in support of this bill when it was brought up for a vote in the State Government Committee, and I will explain my reasoning: I have a great relationship with my local elected officials and I was concerned that my support of this bill might make them feel like I don't trust them. But, I know they are doing a good job and it pains me when I hear residents express suspicion about what they do behind closed doors. So, I think this bill is good for the fact that it should help curb corruption by local elected officials in other parts of the state and it should encourage the ones who are doing the right things to minimize what they do behind closed doors so that residents won't suspect the good guys of being up to no good.

If I were in your position, I would feel better knowing that there was a permanent record that could prove that I did not violate the rules if I was ever challenged, and I don't think the recording requirement is a big burden, especially since digital recorders are cheap as are the storage devices. It is important to note that any discussion concerning a specific individual can still be had behind closed doors. I do have some concern about legal expenses, but I don't see why an attorney should have to be involved in every decision regarding whether or not an executive session is allowable. If you have any suggestions to improve the bill, I would be happy to review them and try to get them in. I don't know if there is any real effort to get the bill passed by the full House, so I believe we would have some time to work this out if you are interested in pursuing this course of action.

Once again, thank you for contacting me and please do not hesitate to reach out to me in the future if I can be of assistance on this or any other state matter.

Respectfully Yours,

A handwritten signature in cursive script that reads "Dan Truitt".

Dan Truitt
State Representative
156th Legislative District

New Mandates for Executive Sessions

On March 15, the House State Government Committee met to consider **House Bill 340 (PN 2947)**, which makes several important amendments to the Sunshine Law regarding open meetings and executive sessions. Even with letters of opposition from every local government association, the bill was amended and voted out of Committee.

The latest version of the bill amends the definition of “deliberation” to include not just the discussion of an agency for the purpose of making a decision, but also an informational meeting or briefing. Further, the bill amends language in Section 708 of the Sunshine Law narrowing employment matters for executive session to only those pertaining to a specific individual who is a prospective, current or former employee and relating to that individual’s exact terms and conditions of employment, termination of employment, performance, promotion or discipline. All other agency business relating to general employee or employment policies, appointees or officials and other discussions not pertaining to a specific individual shall take place in open session.

A new reason for executive session is added pertaining to security and emergency preparedness plans, including the physical security of buildings, staff training, communication procedures, evacuation plans and coordination with other agencies. Implementation costs and equipment purchases of such plans must be discussed in open session.

Furthermore, the bill requires all executive sessions, except those held in connection with litigation, to be recorded via audio or video and retained for one year. The recordings shall not be open to the public or subject to the Right-to-Know Law, except by court order. However, the recordings shall be accessible to an agency member who would have been permitted to attend an executive session, whether or not that member was actually in attendance.

Prior to holding an executive session on any matter, an agency shall either obtain advice from legal counsel as to whether the matter at hand may be discussed in executive session or the agency can decide not to consult legal counsel and the elected official in charge can make the decision. In either case, it shall be publically disclosed at the current public meeting or next public meeting who made the decision.

Finally, the bill prescribes penalties for those agency members found to be in violation of the law. The bill also offers immunity to those agency members who in good faith report a violation.

*Location: Set on House Tabled Calendar,
April 4, 2016*



RESOLUTION #8 - 2016

WHEREAS, Council of the Borough of West Chester intends to follow the Retention and Disposition Schedule for Records of Pennsylvania Municipalities Issued for Local Government Records Committee by Pennsylvania Historical and Museum Commission, division of Archives and Manuscripts, Harrisburg, May 17, 1992; and

WHEREAS, said Schedule and Legislation require that each individual act of disposition be approved by resolution of the Council of the Borough of West Chester, and;

WHEREAS, the Borough of West Chester desires to dispose of various unnecessary records;

NOW, THEREFORE BE IT RESOLVED, this 20th day of April 2016, the Council of the Borough of West Chester hereby resolves to approve the individual acts of disposition for the records as attached:

BE IT RESOLVED this 20th day of April, 2016.

ATTEST:

Michael A. Cotter
Borough Manager

Ellen B. Koopman
President of Borough Council

(List Attached)

SHRED IN 2016

Shred According to Municipal
Year Records Manual Regulations

Storage Unit 42

	2009 PayRoll		2016
	2009 Sewer Payment Cards & Reports	2 boxes	2016
	2009 Paid Invoices & Bank Statements	2 boxes	2016
	2009 Bank Statements	2 boxes	2016
2007-2009	Paid Sewer Leins		2016
	2009 Counter Reciepts		2016
	2009 Sewer Payments		2016
	1/2009 - 6/2009 Sewer Reports		2016
	9/2009-12/2009 Sewer Payment Cards		2016
	7/2009-12/2009 Sewer Reports		2016
	2009 Bank Receipts & Invoices		2016
2009-2010	PayRoll	2 boxes	2016
	2009 Paid Invoices and Bank Statements		2016
	2008 Bank Statements	3 boxes	2015
	2009 Bank Statements	2 boxes	2016

Basement

2003-2005	Deposit Books		2012
2003-2009	Deposit Books	2 boxes	2016
	2010 ADP Payroll Reports		2014
2007-2008	Master Controls		2012
	2007 Bank Statements & Court Reports		2014
1996-1998	ADP PR Reports		2002
1999-2001	ADP PR Reports		2005
2002-2004	ADP PR Reports		2008
	2003 GL Ledger		2010
	2004 ADP PR Reports		2008
1989-1992	ADP PR Reports		1996
1998-9	PLGIT Invoices		2006
	1995 ADP		1999
	2002 Timecards		2006
	2005 Bank Reconciliations		2008
	2005 Highway Aid invoices/checks		2012
2003-4	Sewer Payments & Billings		2011
	2004 Sewer Payments July-Dec		2011
	2004 Sewer Payment Jan-June		2011
2003-4	District Court Reports		2011



Voting Delegate Form

Each member borough in good standing with the Association shall appoint a Voting Delegate for the purpose of electing the Officers of the Association and voting on proposed resolutions and policies.



Council **must approve** the individual appointed to serve as the Voting Delegate as well as an Alternate Delegate (In case the primary appointment cannot participate in the election and voting during the annual conference). Per the PSAB Constitution, these names must be provided to the PSAB Executive Director at least 15 days (May 23, 2016) prior to the conference.

The election of Officers will be held Tuesday, June 7 between 9 a.m. and 2 p.m. and voting on proposed resolutions and policies will occur during the Closing Business Meeting on Wednesday, June 8. These two activities help to shape the leadership and policy platform of the Association. Participation in this process is an essential role that borough officials play in guiding the future of PSAB.

ALL VOTING DELEGATES MUST BE REGISTERED TO ATTEND THE ANNUAL CONFERENCE.

Borough of: West Chester

Submitted by: _____
(Signature of the Borough Secretary)

Date: _____

OUR VOTING DELEGATE WILL BE: Diane LeBold, Council Member, Ward 2
(Name) (Title)

OUR ALTERNATE WILL BE: _____
(Name) (Title)

Form must be returned with PSAB registration form (one per borough) no later than Monday, May 23, 2016 to: PSAB, 2941 North Front Street, Harrisburg, PA 17110



Borough of West Chester

From the desk of the Chief Information Officer

401 EAST GAY STREET

WEST CHESTER, PENNSYLVANIA 19380

TELEPHONE: 610-436-1327

WILLIAM MANN

Chief Information Officer

CGCIO™

wctechblog.com

KAIZEN COMMITTEE – March 8, 2016

Meeting Recording is available on the Borough's [website](#).

Brian Abbott chaired the committee meeting. Council Members Don Braceland & Diane LeBold were in attendance as well.

CIO William Mann & Borough Manager Michael A. Cotter were present.

1. Comments, suggestions, petitions by residents in attendance regarding items not on the agenda.

None.

2. Rail Road Commission Update

JoAnn Kelton gave a report on the status of the project and hopes to be able to make an announcement next month regarding the next phase of the project.

3. Strategic Visioning Wrap-Up

Tabled until next month.

4. Update on the initiative and funding for web-page

CIO William Mann talked about the draft webpage he has created. The Borough Manager will write a policy for the initiatives page and an online form will be created afterward for interested parties. Continued until the April meeting.

5. Update on the Skype for Business Project

CIO William Mann gave a report on the status of the Skype for Business project which has an expected GO LIVE date of April 11.

6. Discuss Deputy Borough Manager position

After a discussion the committee voted 3-0 in favor and to move to the Worksession.

7. Other Business

None.