

AGENDA

Kaizen, Technology & Communications Committee

November 10, 2016 – 6:30 pm

Committee Members: Michael Galey - (Chair)
Don Braceland
Diane LeBold

Department Head: William Mann

1. Comments, suggestions, petitions by residents in attendance regarding items not on the agenda.
2. Update on Digital Document Management project
3. Fleet GPS – update regarding 2017 initiative
4. Council representation on the BID Board
5. Consideration of Purchasing and Distributing Book on Borough History
6. Discuss October Minutes
7. Other Business



MEMORANDUM

TO: Borough Council
Mayor Carolyn Comitta
WC BID Board
Malcolm Johnstone, BID Executive Director

FROM: Michael A. Cotter, Borough Manager

DATE: 3 November 2016

RE: Council Representation the BID Board

Mr. Norley has indicated that we will be resigning as Council's representative on the BID Board, effective immediately.

As a reminder, this is a seat for a Council member to occupy representing the consensus of a majority of Council on BID matters. The BID Board meets the second Tuesday of each month at 8:00 a.m. at the BID office. Meetings typically last one hour. Mr. Scott is on the BOID Board as a citizen representative, not as Council's representative. The Borough Manager also attends meetings.

Council should accept nominations to fill the vacant seat, and vote on that nomination(s) at its regular meeting in November.



MEMORANDUM

TO: Borough Council
Mayor Carolyn Comitta

FROM: Michael A. Cotter, Borough Manager

DATE: 3 November 2016

RE: **Lukens Book Purchase & Distribution**

David Reinfeld has made the following request of Council:

“As you may know, Rob and Becky Lukens co-authored a book prior to his passing which is being publicly launched on November 5, 2016

Would you please consider purchasing a quantity deemed appropriate at \$17.97 so every WC Business and/or historical commission, historical society and history library throughout the area may have a copy for their archives and their constitutes? I was thinking around 300.

I know this is a lot to consider however your generosity will:

1. Help to preserve the legacy of Rob and his association with the historical community
2. Aid the Lukens family financially
3. Advocate and bring attention to CCHS's mission and vision
4. Showcase the importance of historical literacy throughout Chester County

I am certain Becky will not object to including a nice recognition sticker in the book that states, "Generously donated to X organization by the Borough of West Chester with your website", and recognition on print and electronic media, if so desired.

Thank you for considering.”

* * * * *

It may be prudent to consider this request in the context of the upcoming donation policy discussion, which will be before Council in December.



Borough of West Chester

From the desk of the Chief Information Officer

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KAIZEN COMMITTEE – October 11, 2016 (v.3)

The meeting recording is available on the Borough's [website](#).

Michael Galey chaired the committee meeting with Diane LeBold & Don Braceland in attendance.

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. Discuss policy for video or audio recordings of public meetings

Policy to be adopted by resolution with the addition of a requirement that those wishing to record a meeting make their request at the microphone, providing their name and address. A note will be added to the top of each agenda stating the requirements for recording. MAC also suggested that a specific location be identified for anyone recording. Approved Recommended 3-0

3. Discuss employee classification and performance evaluation system; Discuss 2017 Budget

Discussion only. No action at this time.

4. Discuss September Minutes

Approved Recommended 3-0

5. Other Business

None