

Public Communication Committee
Minutes
August 31, 2022

The meeting of the Public Communication Committee was called to order at 8:05 p.m. by Chairman Jeff Cascino. Committee members present in addition to Mr. Cascino were Charles Heller, Charles Neubauer, and ex-officio member Frank Deery.

Also in attendance were Lori Carnes, Mayor; Councilman Keith Endy; Patricia Loder, Borough Manager; and an interested citizen.

Mr. Cascino called for public comment on the agenda; no comments were forthcoming.

Mr. Cascino made a motion, second by Mr. Neubauer, to approve the minutes of the July 27th, 2022 meeting. The motion was approved.

Unfinished Business

Borough Website – Mr. Cascino advised the committee that work on the website continues; however, the “go live” date is delayed. CivicPlus was given email and verbal approval of the website design; however, we inadvertently missed signing the document provided by CivicPlus approving the design. Mrs. Loder also noted that website content information has been provided to CivicPlus. Utility Billing Clerk, Jerri Koch, provided CivicPlus with a list of upcoming community events for the website calendar, and a list of “frequently asked questions”. Mrs. Loder provided email contact information to be included on the website. Marisa Bean, CivicPlus Implementation Consultant, advised that implementation of the website design onto the new website is not expected to take very long.

Directional Signs – Borough Hall – The committee reviewed a revised sketch for two 12” x 24” directional signs to be installed on the parking lot side of Borough Hall. The signs identify which door to use to enter the Borough Office or Meeting Room. Following discussion, the committee agreed that Mrs. Loder should ask Graber Letterin to proceed with making the signs as provided on the sketch reviewed at this meeting.

Additional discussion was held concerning placement of a large sign in the front yard of Borough Hall to identify the building. Mr. Cascino stated that he plans to contact Graber Letterin to discuss design of a sign. Committee members and Mayor Carnes also made some suggestions on companies to contact.

New Business

There was no new business to discuss.

Public Comments

There being no further business to discuss a motion to adjourn the meeting at 8:17 p.m. was made by Mr. Cascino and second by Mr. Heller. The next meeting of the Public Communication Committee will be held on Wednesday, September 28th, 2022 beginning at 7:00 p.m.

Respectfully submitted,

Patricia A. Loder
Borough Secretary