

**SPECIAL COUNCIL MEETING  
Wednesday, April 13, 2016  
MINUTES**

**CALL TO ORDER**

President Amendola called the Special Meeting of Crafton Borough Council to order, in Council Chambers of the Community Center at 7:00 pm. Flag Salute led by Mr. Levasseur. ROLL CALL, by Manager Scott, recorded Six (6) members of Council present and One (1) via Skype as follows: Mr. Amendola, Ms. Damits, Ms. Glaser (via Skype), Ms. Perry, Mr. Levasseur, Mr. O'Brien and Ms. Amendola. Also present Solicitor Gladys. Mayor Bloom was absent.

**CITIZEN'S PRESENT TO ADDRESS COUNCIL/Agenda Items only**

Ms. Amendola inquired if anyone in the audience who signed in to speak, wished to address Council on Agenda Items only at this time.

- Alice (AJ) Pescuric, 75 Bradford Avenue  
Thanked Council for opening up the special meeting, and allowing residents to attend. She applauded the previous and the current Council Members for opening up and moving forward with the Comprehensive Plan for the Borough. Ms. Pescuric suggested that in order for a resident to know what is going on in the Borough, they need to go onto the website. She noted there are numerous other methods to "get the word out" to the Community, the Borough should utilize other public marketing strategies.

**RESOLUTION**

Ms. Amendola noted that one of the purposes of this meeting was to address any other matters brought before Council, as advertised. A Resolution needs to be considered authorizing the execution and delivery of the Lease Agreement with PNC Equipment Finance for the purchase of the backhoe and skid steer. Ms. Amendola noted that Council authorized entering into the lease agreement for this equipment at the last meeting.

**MOTION:** It was moved and seconded (*F. Amendola/Levasseur*) to Adopted Resolution No. 2016-05 authorizing the execution and delivery of the master equipment lease/purchase agreement with PNC Equipment Finance.

MOTION #1- carried by a Unanimous Voice Vote (7-0).

**President of Council – Overview and Meeting Expectations**

Ms. Amendola noted, as with every meeting, Council Members need to be professional and respectful to each other, not to take things personally, and keep in mind we are all looking for the same end result, the betterment of Our Community. She noted that there isn't a time limit to speak, but ask that we are respectful of each other's time and not become repetitive.

*Council Committees*

Ms. Amendola noted at the reorganization meeting in January each member of Council was assigned a Committee/Liaison Chair. There seems to be question as to what are the duties and responsibilities of the Committees.

Ms. Amendola noted that as a Committee Chair or Liaison, one person does not represent the entire Council, nor are they permitted to expend any funds. She provided an example where Mr. O'Brien was the Liaison for Ordinances and Zoning, dealt with an issue regarding parking at a local church, brought the matter before Council, provided a recommendation, Council voted, and the problem was rectified.

Ms. Amendola opened the discussion up to the Floor.

Ms. Perry asked that she be permitted to discuss the matter. Ms. Perry acknowledged all Members of Council represent the governing body as a whole and that no one member is permitted to act on behalf of Council.

Ms. Perry noted what is difficult, there is no written description or charges of what a liaison or committee representative entails. She feels that what Ms. Amendola described is more of a reactive position, they all agree that Council must find ways to not only maintain the services offered to the Community, but actively find ways to improve. Council needs to find mechanisms for planning and forward thinking. She noted that amongst the Committees presented, there is no Community Outreach Member, which she believes is imperative. She receives questions from residents regarding the monthly reports that are approved monthly, no discussion, just accepted; passing motions with little discussions. She noted, Council is provided with documentation regarding these matters, however, it is not available to the residents.

Ms. Perry noted that some Communities have transition meetings for new members of Council to provide information and training, so when they attend their first meeting, they are prepared and have an understanding what needs to be done and what is expected.

Ms. Amendola noted that there are definitely improvements the Borough can make on Public Outreach and that we are open for suggestion and discussion. She asked the Manager if would look into uploading the monthly reports to the website.

Ms. Perry provided examples of how other local Communities provide information to their residents. Documentation that is provided on their websites. She stated the Borough needs to provide a cohesive communication effort. Perhaps a Committee of residents and Council can get together to come up with ways to get pertinent information out to all of the residents. Ms. Perry suggested to utilize technology available to provide information, other than residents coming to the Borough Building.

Mr. Amendola noted, it appeared to him that there are two items in particular Ms. Perry is looking for; a list of duties and responsibilities for each liaison to Council; Finance Liaison, Public Safety Liaison, etc. Ms. Perry clarified, the scope of the duties. What does it mean to be the Finance Liaison or Public Safety, what is expected.

Mr. Amendola continued, the other items Ms. Perry is requesting is consideration for transition meeting with new members of Council. He agreed that it may be something Crafton will work towards.

Ms. Perry noted that in the Borough Code provides authority or flexibility for the Borough to determine how it conducts its business.

Ms. Amendola noted that various members of Council are appointed to represent Crafton to various organizations, such as the CharWest COG or Connect. She stated that when a member attends a meeting, they should report back to Council, new ideas that are presented, or resolutions to various issues brought before their Communities.

Ms. Perry noted that one of the things she would like to complete as the finance chair is in reference to the budget, enhance what is presented and on the website, perhaps include additional graphics, easier to understand.

Mr. Levasseur requested that the Discussion Meetings be allotted time for conversation on public information and public policies. That we need to set the time aside to make the investment in our Community.

Mr. Amendola asked Ms. Perry if she could put something together to show Council what it is she would like to see in the Budget for them to review. Ms. Perry noted she would be happy to provide something for consideration, an enhanced budget. She can come up with concrete items ideas. Ms. Perry noted she wanted assurance she has the authority to complete this task, she wants Councils support.

Mr. O'Brien stated, he wants to assure there isn't any disconnect between old members of council and new members or any disconnect between Council and Staff. More important any disconnect between council and the resident. There needs to be a place for residents to go if they have a problem or if they have an idea that would like to share.

Ms. Glaser noted that she has been a resident of Crafton for a long time. She has never had a problem with obtaining information, doesn't see any problems with communication and the Community.

Mr. O'Brien stated that if there are issues going on, it should not be a resident's responsibility to ask questions. They should be provided that information, perhaps on the website. He also noted, there was never a transition meeting with outgoing members of council to discuss issues or problems.

Ms. Amendola agreed that incoming Council Members should be provided a listing of the Top Three issues or concerns newly elected members will need to address or perhaps items anticipated to be on the Agenda.

Mr. O'Brien noted that Council can't become complacent. There needs to be continued communication.

Mr. Levasseur stated he was under the impression as a new Member of Council, if there are issues or concerns that needed addressed by the Manager or the Public Works Director, they needed to be brought out at a public meeting. This is why he suggested allowing discussion at first meeting of the month. He noted Ms. Perry is looking for policy changes, whether agreed or not, this matter could be discussed publically at the meeting.

Ms. Damits stated she doesn't believe enough information is coming out of the Borough Building. She was not provided information regarding the hiring of the swimming pool personnel prior to the

Meeting. Ms. Perry stated that listing was available on the Cubby for review. However, the Borough Code does allow for the Manager to hire summer personnel along with Borough Ordinance, however, there aren't any written policies on the matter.

Ms. Amendola asked who participated in the interview process for Pool Manager. The Manager noted that Mr. O'Brien, Ms. Damits and herself, conducted the interviews. It was mutually agreed upon the selection of the Pool Manager. Ms. Amendola noted that the Pool Manager, Pool Coordinator and the Manager reviewed the applicants and came up with a 2016 Listing. She noted that everyone that applied for a position has been offered a job.

Ms. Damits stated that residents have approached her that they weren't aware that the Borough was accepting applications for summer employment. Ms. Amendola noted that the summer employment ad was put in the newspaper and was available on the Borough website. Ms. Damits suggested that perhaps we go back to mailing out a paper newsletter mailed to homes.

Ms. Perry reiterated using technology and a paper newsletter are all good ways of communication with the residents. If we take the time to allow for discussion by Council and Residents as mentioned at these meetings and devote a little more time, policies and procedures can be established and approved by a majority of Council.

Mr. Levasseur mentioned that Members of Council should make every attempt to attend all Public Meetings, either electronically or in person. Perhaps include in these proposed policies an attendance policy. He noted that Council needs the residents to participate in meetings, and be willing to discuss how they would like the Borough to move forward.

Mr. Levasseur shared his previous experience with the Borough regarding a project along Clearview Avenue. He ran for Council based upon what had transpired in the past, he stands for being able to share information and knowledge to all residents and to not allow another resident to go through what he did. The residents of Crafton deserve to get exactly what they pay for with public safety, administration and public works.

Ms. Amendola reviewed Roberts Rules of Order, in reference to Motions. Ms. Perry asked if the Borough is adopting Roberts Rules or taking bits and pieces out of Roberts Rules, this may need to be part of these policies and procedures.

### **CITIZEN COMMENTS**

- Alice (AJ) Pescuric, 75 Bradford Avenue  
Applauded Council for having this type of Meeting. She is interested in seeing the Borough moving forward. There are things as a resident she would like Council to be concerned with; Growth of the Borough, Viability, infrastructure, budget, and provide a safe community for residents and families to live and grow. Setting a Goal of getting more residents at Borough Meetings and how to attain that goal. How do we attract and maintain residents, young and old.

- Joseph Onesta, 325 Clearview Avenue  
As a resident, who works and is busy daily, he dislikes being told to read the paper or visit the website. He has gone to the Borough offices for issues in the past and they have been resolved, however, he doesn't want to hear the information is on the website.

Mr. Levasseur suggested that perhaps the website could use a total overhaul. It is something worth discussing at a future meeting. He also suggested that perhaps we consider bringing back a Welcome Wagon to the Community.

Mr. Amendola suggested consideration to bring back the Historical Society.

- Deborah Darnbrough, 45 Creighton Avenue  
She noted that the Historical Society has disbanded. The residents that were active in the past as with any organization, some had children, while others had career demands, while others moved away, and the volunteers dwindled. The Historical Society was a non-profit group and the archives were taken over by the Crafton Library. She stated that if we would like to restore, she would be a willing participant.
- Susan O'Connell, 22 Creighton Avenue  
She noted she is the President of the Library Board. She noted they have received notice a few residents were interested in reestablishing the Historical Society. They have been working in the Borough Building cleaning up the Historical Society Room. Their next project is to get all of the documents and information digitized. If anyone is interested in assisting with this project, please contact the Library. According to the by-laws when the Historical Society disbanded, the Library took ownership of the historic documents.
- Becky Hefner, 28 Oregon Drive  
Commended Council for the work that has been done, she sees steady improvement. She noted that when the Historic Society dissolved, many people were blindsided. She loves being involved in the Community, and had to search for ways to be involved. Information is available, but there is always room for improvement. She stated that bringing back the newsletter is a great idea. She encouraged utilizing social media to get information out to the residents. She offered to assist the Borough.

### **ADJOURNMENT**

**MOTION:** It was moved and seconded (*F. Amendola/O'Brien*) to adjourn the meeting at 8:45pm.

MOTION #2 - carried by Unanimous Voice Vote (6-0).

Respectfully submitted,  
Ann C. Scott, Borough Manager