

Eagles Mere Borough

AGENDA

February 7, 2022
Regular Monthly Meeting
Time: 7:00 pm

William Feese, Louise Middleton, Dennis Craig, Tom Graff, Doug Smith, Jim Way, and Richard Liebert. Mayor John Brownback. Also present may be Secretary/Treasurer: Dave Carson, and Street Superintendent: Jeremy Moore and Emergency Management Coordinator: Wendy Hastings.

(For those wishing to participate by phone, the Dial-in access number is 1 605 562 8400 and the Participant access code is 8026073#. Please let the Secretary know if you plan to dial in so the call can be set up.)

In the Gallery:

Call to Order-Regular Monthly Meeting: (President of Council presiding)

Motion to Revise the Published Agenda: (if needed)

Public Issues & Comments:

Minutes: Approve January 3, 2021 Organizational and Regular Meeting minutes as included with Agenda.

Treasurer's Report:

- Interim reports sent with agendas. Reports are through January 31, 2022.

Open Records/Right to Know Officer:

- Appeal of a RTK request, filed by Sallie McLain on October 19, 2021, has been dismissed by the Office of Open Records and the file closed. The request asked for documents on the road bonding and on records associated with timbering work by Eagles Edge Preserve, LLC. The request also asked four questions. In a response made on October 21, 2021, the Secretary answered the questions to the extent that I had the information but I did not specifically mention road bonding documents or declare that I had no documents about the planned timbering. Sallie McLain filed an appeal that the records had not been provided. The Deputy Chief Counsel of the Office of Open Records noted that: 1) a Right To Know request is for documents, not answers to questions, 2) the lack of documents provided was deemed to be a denial of her request, and 3) the requestor's appeal to that denial was not received on a timely basis and therefore the appeal was dismissed as untimely.

Zoning & Ordinance Officer report:

- An application for approval of a pole barn to be build by the Eagles Mere Association in an area behind the boat houses at the beach was reviewed and approved.

Street Superintendent Report:

- The up-fitting of the new dump truck is complete and it the truck is available for use.

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- The now surplus 2009 Ford 350 dump truck will be advertised for sale to the highest sealed bid above a minimum price. Advertisements will be in the Sullivan Review and perhaps other regional papers and on Munibid service.

Mayor's Report:

Emergency Management Coordinator's report:

Points of Interest and Information from the Secretary:

- A group of property owners abutting the unopened Maple Avenue have asked for the procedure necessary for the Borough to vacate this "paper street". The Borough Solicitor has been requested to provide guidance on the closing and vacating streets and also on the reactivation of desired "Borough Streets" on existing parcel maps maintained by Sullivan County.
- The Secretary has completed various forms and documents required by local and state agencies as year-end or year-beginning reports. Included are Sullivan County: Report of Elected and Appointed Officials, and Report of Municipal Tax Rates: DCED Report of Elected and Appointed Officials, Report of Municipal Real Estate Tax Rates and Survey of Financial Condition: Penn DoT Project Completion Report and Use of Liquid Fuels Funds Report: PA Floodplain Management Annual Activities Report.
- The Borough has received a copy of a Notice of Violation of the Clean Stream Law from the PA Department of Environmental Protection relative to the removal of an underground storage tank at the Booth Plumbing building site and the incomplete correction of polluting conditions following removal.
- Annual W-2 tax forms have been distributed to all Borough employees.
- A Help Wanted advertisement for office assistance appeared in the Sullivan Review on February 2, 2022.
- The Joint Outfall Application for run off from Clay Avenue has been filed with PA DEP and with the US Army Corps of Engineers. A follow-on grant application for additional work in that area will be filed shortly now that the Outfall Application has been submitted by our engineers.
- Participation in the PA COSTARS group purchase of road salt for the 2022-23 winter season has been initiated. The Borough purchases about 70 tons at a price of about \$60 per ton.

Finance-

- Interim financial reports through December 30, 2021 are attached to this Agenda.
- Status of search for an Auditor.

Infrastructure- No Activity

Museum-

- The Museum is now closed until the Spring except by appointment.
- The Museum participated in a student study and report on marketing programs that could be undertaken by the Museum. This was a project as part of a Marketing course at Susquehanna University lead by Professor Anderson. The University has asked permission to list the Museum on their web page as a participant in the study.
- Lisa Frey has resigned as Secretary and Assistant Treasurer at the Museum. A search to fill this position is in process.

Ordinance- No activity

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Personnel-

- The Committee has held employee annual reviews with full time Borough employees.
- The Committee has reviewed a revised Borough Job Description combining the previous Summer Street Helper and the Winter Street Helper into one position known a Streets Helper.

Website- Updates continue to be made by Kase Moore as needed.

Continued Business:

- Following the decision by Jay Wilkinson to not accept reappointment to the Vacancy Chair position, approval is sought to name Suzanne Lee to this now vacant position. Suzanne has agreed to serve as needed.
- The Borough Authority Board has a vacancy as the result of Cole Lee's resignation. The Board requests that Ed Kassab, a Borough resident and an Authority customer be appointed to this vacant position. Dr. Kassab has agreed to serve if appointed.

New Business: None known

Workshops/Conferences-

- Virtual attendance at the *New Council Member Boot Camp* has been arranged for Tom Graff. Please talk to the Secretary if you would like to be included.

Payment of Bills- Approval to pay the bills (as reviewed) for the Borough and Museum is requested.

Adjourn the meeting at _____ pm.