

Eagles Mere Borough Minutes

**February 7, 2022
Regular Monthly Meeting**

The Eagles Mere Borough Council meeting was called to order at 7 PM on the above date by Council President Bill Feese with the following Council members in attendance in the room: Lee Middleton, Dennis Craig, Tom Graff, and Jim Way and with Doug Smith by Conference Phone. Also present was Mayor John Brownback, Street Superintendent Jeremy Moore and Secretary/Treasurer Dave Carson.

In the Gallery: Resident Liz Johnson.

Pledge of Allegiance was recited by all in attendance.

Motion to Revise the Published Agenda- (if needed) No motion made.

Motion to Re-Open the 2020 budget for further consideration- No motion made

Public Issues and Comments – None

Minutes- A motion to approve the minutes of the previous Organizational and Regular Meeting of January 3, 2022, with revisions made by Dennis Craig relative to Personnel Committee, actions was made by Dennis Craig and seconded by Jim Way. The motion to approve the revised minutes was approved.

Treasurer's Report – Motion to approve the interim financial report through January 31, 2022 , as distributed with the minutes, was made by Tom Graff and seconded by Jim Way. It was noted that the bill for the capital expense of up-fitting the new truck has been received for payment in February. The motion was approved.

Open Records Officer:

- There have been no requests received.

Zoning & Ordinance Officer report:

- An application for approval of a pole barn to be built 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 the truck is available for use.
- The now surplus 2009 Ford 350 dump truck will be advertised for sale to the highest sealed bid above a minimum price of \$12,000. Advertisements will be in the Sullivan Review and other potential advertisement locations such as Craig's list and Next Door and on the Munibid municipal selling service. A motion approving this action was made by Dennis Craig and seconded by Lee Middleton. The motion carried.

Mayor's Report: None.

Emergency Management Coordinator's report: No Report

Points of Interest and Information from the Secretary:

- A group of property owners abutting the unopened Maple Avenue have asked about 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 old 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.

Committees:

Finance: Interim financial reports through January 31, 2022 are attached to this Agenda.

- As a review of the ongoing search for an appropriate auditor, Dennis Craig and Doug Smith have met with two Audit firms. Either firm seems acceptable, subject to the quotes and submittals to be received from the firms. The Finance Committee will review quotes. It was moved by Dennis Craig and seconded by Doug Smith for the Committee to proceed with the award of an audit contract for the 2021 year when the information is available and appropriate. The motion passed.

Museum: The Museum is now closed until the Spring except by appointment.

- The Museum participated in a student study and also received a 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. Motion for approval was made by Dennis Smith and seconded by Tom Graff. The motion carried.
- Lisa Frey has resigned as Secretary and Assistant Treasurer at the Museum. A search to fill this position is in process.

Infrastructure: No Activity

Ordinance: No Activity

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.

- Dennis Craig moved and Tom Graff seconded the motion to extend the previously approved two months of reimbursement to the Secretary Treasurer for his monthly cost of medical insurance an additional month through March, 2022. The motion carried.

Website: Updates continue to be made as needed.

Continuing Business-

- Following the decision by Jay Wilkinson to not accept reappointment to the Vacancy Chair position, Suzanne Lee was nominated to this now vacant position. Suzanne has agreed to serve as needed. A Motion to approve Suzanne Lee was made by Dennis Craig and seconded by Lee Middleton. The motion passed.
- 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. A Motion to approve Ed Kassab was made by Dennis Craig and seconded by Lee Middleton. The motion passed.

New Business: None

Workshops/Conferences-

- Virtual attendance at the New Council Member Boot Camp has been arranged for new Members Tom Graff.

Payment of Bills- Approval to pay the bills for the Borough and Museum was moved by Dennis Craig and seconded by Doug Smith. The motion passed.

Adjournment- The meeting was adjourned by the President at 7:45 pm.

Respectfully Submitted,

David R. Carson
Secretary/Treasurer