

# **Eagles Mere Borough Minutes**

**March 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 with Doug Smith, Rick Liebert, and Jim Way by Conference Phone. Also present was Mayor John Brownback, Street Superintendent Jeremy Moore and Secretary/Treasurer Dave Carson.

**In the Gallery:** in the room: Marian Klopp and Mark Carl representing the Ambulance Assoc. and the Fire Department. On the phone: Sallie McLain, Julie Stauffer, and Molly Kirkpatrick

**Pledge of Allegiance** was recited by all in attendance.

**Quorum Present:** Council President Feese declared that a Quorum was present based on Council Members in the room. Therefore, votes from Members on the phone would count as if present.

**Motion to Revise the Published Agenda-** No request to revise agenda made.

**Public Issues and Comments –** Sallie McLain on the phone inquired about closing of “paper street” Maple Ave and spoke in support of that concept. She asked that Geyelin Ave be vacated also.

**Minutes-** A motion to revise the minutes of the meeting of December 6, 2021 and to approve the minutes of the February 7, 2021 regular meeting was made by Lee Middleton and seconded by Dennis Craig. The motion to approve and to revise the minutes was approved.

**Treasurer’s Report** – Motion to table the approval of the interim financial report through February 28, 2022, as distributed with the minutes, was made Dennis Craig and seconded by Jim Way. The monthly statement will be reviewed and adjusted as needed when the 2021 audit review is conducted. The motion was approved.

**Open Records Officer:**

- The Appeal period of a RTK request, filed by Sallie McLain on October 19, 2021, has expired so no further action can be taken.

**Zoning & Ordinance Officer report:**

- An application for approval of a 1470 square foot addition to the Greene home on Ridge Ave was reviewed and approved.
- An application for approval of a screened porch to be added to the rear of the Petricoin home on Prospect Ave. was reviewed and approved.

**Street Superintendent Report:**

- Jeremy Moore announced that the bid package for drainage repairs and for seal and chip coating for Morgan and Dunham Avenues is ready to publish. It was moved by Dennis Craig and seconded by Tom Graff to approve the advertising, with the bid opening date set for April 4, 2022. The motion carried.

**Mayor's Report:** None.

**Emergency Management Coordinator's report:** No Report

**Points of Interest and Information from the Secretary:**

- The Borough Solicitor has provided guidance on the procedures needed to properly vacate an unopened Borough Street. Abutting property owners must petition the Borough asking that the street be vacated. Council must advertise, with 15 days advance notice, the meeting when the petition will be discussed. If in favor, Council will authorize an advertisement of its intent to pass a potential Ordinance to vacate the street. The ad must run for for a period of two consecutive weeks. The second advertisement must be at least 10 but not more than 30 days before the meeting scheduled for enactment of the Ordinance. Once approved, a 30-day appeal period begins. Following that date, the Borough may execute deeds conveying to the abutting property owners their respective interests in the vacated street.

**Committees:**

**Finance:** Interim financial reports through February 28, 2022 are attached to this Agenda.

- The Committee has interviewed two Audit firms. Either firm seems acceptable, subject to the quotes and submittals to be received from each firm. The Finance Committee recommends that the firm of Larson Kellert & Associates, PC be engaged, with Thomas "Tuck" McMahon as the lead auditor. It was moved by Dennis Craig and seconded by Doug Smith to proceed with the award of an audit contract and the signing of an Engagement Letter for the 2021 year. The motion passed.

**Museum:** The Museum is now closed until the Spring except that it will be open Easter weekend.

- Gavin Siegfried, previously a shop clerk at the Museum, has begun his employment as Secretary and Assistant Treasurer at the Museum. He will go through a process of training and orientation. An application for a Surety Bond has been filed and Lisa Frey's bond has been canceled. A motion to approve the new hire to this position was made by Lee Middleton and seconded by Tom Graff. The motion carried.

**Infrastructure:** No Activity

**Ordinance:** No Activity

**Personnel:**

- The Committee has received several applications for the new Office Assistant position. They have interviewed David Houseknecht and, on motion made by Rick Liebert and seconded by Dennis Craig, recommend his appointment to the position. The position will initially have flexible hours and scheduling. The rate of pay will be \$18 per hour. The committee will contact other applicants to explain the status of the search. The motion passed.

**Website:** Updates continue to be made as needed.

**Continuing Business-**

- The Eagles Mere Fire Company submitted their report of incident responses for the Fire Company and for the Ambulance Association for 2021 for review and acceptance by Council. After discussion, Dennis Craig moved and Tom Graff seconded that the reports of the Fire Company and the Ambulance Association be accepted with the deep appreciation of the Council and the community. The motion passed.
- The Fire Company and Ambulance Association have also submitted a list of their proposed activities for 2022 in addition to regularly scheduled meetings and education sessions and to responses to emergency calls and fires. This also is for review and acceptance by Council.

Again, it was moved by Dennis Craig and seconded by Tom Graff to approve the schedule with thanks and appreciation. The motion passed.

- The Secretary Treasurer has requested reimbursement of health insurance costs, which are part of provided coverages for other employees but which are incurred personally by the Secretary, going forward from April, 2022. (January through March reimbursement previously approved). Motion to approve was made by Dennis Craig and seconded by Doug Smith. The motion carried.
- The retroactive reimbursement of this personal expense from October, 2018 through Dec, 2021 was considered. After discussion, it was moved by Dennis Craig and seconded by Doug Smith to decline reimbursement. Four members were in favor of the motion and three were against so the motion passed and reimbursement will not be made.

**New Business:** None

**Workshops/Conferences-**

- Tom Graff has attended a virtual session of the New Council Member Boot Camp by PSAB.
- The 110<sup>th</sup> PSAB Conference and Exhibition is scheduled for Hershey Lodge on May 22-25, 2022. Please contact the Secretary if you are interested in attending.

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

**Adjournment-** The meeting was adjourned by the President at 7:55 pm.

Respectfully Submitted,

David R. Carson  
Secretary/Treasurer