

Eagles Mere Borough

AGENDA

May 2, 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.)

Per PA Statutes for Boroughs, a quorum consists of only those Council members in the room but Council members attending by Conference Phone may vote once a quorum is established.

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 April 4, 2022 Regular Meeting minutes as included with Agenda.

Treasurer's Report:

- Interim reports sent with agendas. Reports are through March 29, 2022.

Open Records/Right to Know Officer:

- No requests.

Zoning & Ordinance Officer report:

- The owner (Drs. Hayes) of 422 Pennsylvania Ave submitted a request to build a house on a lot at that location. The lot is not of adequate size to meet Zoning Code and his request was denied. He has now requested that the Zoning Hearing Board hear his appeal to that decision. A hearing is in the process of being scheduled for late May.

Street Superintendent Report:

- Streets Helper Gary Moore has returned to the position of the 2022 summer season.

Mayor's Report:

Emergency Management Coordinator's report:

Points of Interest and Information from the Secretary:

- The Borough has received notification from counsel for Pennsylvania Intergovernmental Risk Management Association (PIRMA, our liability insurance

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carrier) that they continue to represent the Borough in a discrimination claim filed by Cheryl Shoemaker because she was not selected to be rehired to the position she once held years before. This is a routine annual status report for this matter which is being handled in accordance with the schedule set by the PA Human Relations Commission.

- PennDoT has notified the Borough that they will be counting traffic on Borough Streets some time between now before November 17, 2022. Ten locations in the Borough have been specified to be counted by mechanical means using roll-over tubing in the roadway.

Committees:

Finance-

- Interim financial reports through April 29, 2022 are attached to this Agenda.
- The initial appointment for the 2021 Audit by Auditor McMahon has been set for April 3, 2022.

Infrastructure-

- Our application for a follow-on grant for drainage work on Clay Ave has been tabled by the Sullivan County Conservation District. The Low Volume Road category does not have enough funds for us to complete the project in 2022 and probably not in 2023. They have recommended that we apply to the Growing Greener Pennsylvania program for a grant. The Secretary met with Growing Greener and Conservation District representatives and this may be a good source for funds to complete the work. Based on the Growing Greener grant schedule, the earliest we could be notified of approval is January 2023. If approved we could then complete the work by May 2023. Further information and an application will be received shortly. The Secretary would like approval to proceed with the application process.

Museum-

- The Museum is now closed except by appointment. A bus group from State College has made arrangements for a tour of the Museum, a talk on EM history, a tour of the St Johns' stained-glass windows, lunch at the Country Club, and a visit to an historic cottage on May 18, 2022.

Ordinance- No activity

Personnel-

- Dave Houseknecht started his new position as Office Assistant, worked one day, and resigned saying that his current job has changed and he will no longer be able to handle a part time work schedule.

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

Continued Business:

- Following Dave Houseknecht's decision, Bill Feese recommends the engagement of Kase Moore as an independent contractor to remotely perform bookkeeping duties for the Borough and for the Authority. She will be compensated as a contractor on the basis of \$25 per hour, charged to either the Borough or the Authority, as

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appropriate. The Authority is in agreement with this plan. Revisions to the office computer system will be necessary to accommodate this additional work pattern. The software (and/or hardware costs) are being identified.

New Business:

- Property owners who abut a portion of Maple Ave, a Borough “paper street”, have petitioned to have the street vacated by the Borough and the resulting land made available to be appended to their parcels. The Borough has received petitions from the required number of property owners to go forward with the vacating process. Council needs to direct the Ordinance Committee to prepare the needed Ordinance and for the Secretary to place the required newspaper advertisements for two consecutive weeks. The proposed Ordinance would then be on the Agenda for adoption at the June Council meeting. That Ordinance would provide the authority for the Borough to sign the deeds that would be prepared by the property owners.
- Eagles Mere Borough check stock currently includes the statement that 2 Signatures are required for checks over \$2500. New check stock needs to be ordered and Council is asked to consider increasing this requirement to at least \$7500.

Workshops/Conferences-

- The 110th PSAB Conference and Exhibition is scheduled for Hershey Lodge on May 22-25, 2022. The Secretary will be attending. Please contact the Secretary if you are interested in going.

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

Adjourn the meeting at _____ pm.