

## Eagles Mere Borough

# AGENDA

**August 1, 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:** Eric Casanave from Stiffler McGraw is expected.

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

**Motion to Revise the Published Agenda:** (if needed)

**Public Issues & Comments:** George Watson submitted a list of question to Bill Feese. The questions and the responses have been distributed and will become part of the meeting minutes.

**Minutes:** Approve revision of the June 6, 2022 Regular Meeting minutes to indicate that an Executive Session occurred at the end of the meeting. Approve the draft of the July 5, 2022 Regular Meeting minutes. Copies of both documents are included with the Agenda.

**Treasurer's Report:**

- Interim reports sent with agendas. Reports are through July 28, 2022.

**Open Records/Right to Know Officer:**

- A routine request for real estate tax collection data has been received and response made.

**Zoning & Ordinance Officer report:**

- An application for zoning approval was received from David Hewitt (Ataraxia Construction) on behalf of Mary Eldridge, 825 Allegheny Ave. The request was to build a 16-foot square addition on the side of the existing home. This plan would have intruded into the side yard setback and the application was returned as denied. The application was amended to add a 13' by 16' addition which is just clear of the setback requirement. The amended application was approved. A sewer connection already exists.
- An application for zoning approval was received from Marc Weinhardt on behalf of Marion Olson. The request was to build a 3000 square foot home on Happy Hill Lane at the location of the road switchback. The proposed siting was reviewed. The application

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was approved subject to final review of the location when construction begins. The Authority will review and approve the proposed sewer tap-in connection.

- The Zoning Hearing Board has received a Request for a Zoning Variance for 101 Lakewood Avenue owned by Ed and Tara Grunde-McLaughlin. They want to renovate the home and add an additional bedroom. This bedroom will extend into the side yard setback. Arrangements are being made for a hearing, likely to be on August 18, 2022.

### **Street Superintendent Report:**

- The drainage pipe installation/repair and the resurfacing and base repair on Morgan/Dunham Aves is complete. A “fog-seal” application has been applied by the contractor. This is Eagles Mere’s first use of this product which seals the tar and chip application.
- The previously approved surface repair on Sullivan Ave has also been completed within the amount approved by Council.

### **Mayor’s Report:**

**Emergency Management Coordinator’s report:** Note-Wendy Hastings has retired from her EMS Coordinator position in Lycoming County after 30 years.

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

- There were no Real Estate transfer taxes received for June. This is the first time in many months there was no transaction in Eagles Mere.
- American Rescue Plan Act (ARPA) recovery funds in the amount of \$18.70 have been received. This is Eagles Mere’s pro rata share of the re-distribution of unclaimed or refused ARPA money.
- The second-year payment of ARPA funds for Eagles Mere, in the amount of \$5,913.81, is scheduled for distribution in the near future.
- The Secretary attends Sullivan County Council of Governments meetings for the Borough. COG is exploring opportunities for shared and co-op agreements to purchase goods and services used by all municipalities and Fire Departments. The Borough has received \$463.41 as its distribution for the first quarter of 2022.
- The PA Auditor General’s office has conducted their on-site audit of the handling of Liquid Fuels funds for 2021. The findings and report are that all funds and contracts were properly maintained and processed. There are no issues to report.

### **Committees:**

#### **Finance-**

- Interim financial reports through June 28, 2022 are attached to this Agenda.
- The Finance Committee is working toward the implementation of a plan to have the input of all financial data, exclusive of payroll, become the responsibility of Kase Moore. Specific hardware and software needs are being identified.

#### **Infrastructure-**

- The committee has been asked to review the issue of fog lines on Mt. View Lane.

#### **Museum-**

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- The Museum is open daily. A recent special program featuring Joe Mosbrook was well-attended and was a successful fund raiser.

### **Ordinance-**

**Personnel-** No activity

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

### **Continued Business:**

- The Borough, on behalf of three organizations (the Borough, the EMA, and the Conservancy), applied for and received a Low Volume Road grant in 2021 in the amount of \$42,498.50 to address Phase 1 of the needed drainage repairs and improvements on Clay Ave. This amount is less than half of the estimated cost for the full project. No construction has been performed to date and no costs incurred beyond engineering and permit application expenses. The application for an outfall into the lake of surface water has been approved and a permit issued. The construction anticipated in this grant must be completed by December, 2022. To that end, bid documents need to be approved, advertised, and distributed for contractor submittal followed by a bid opening with contract approval anticipated at the September 6 Council meeting. Eric Casanave of our engineering firm, Stiffler McGraw, will review what needs to be done to proceed with Phase 1 construction to be completed in the Fall of 2022. A draft of the proposed advertisement, meeting all of the various requirements for this grant funded project, is in this packet.
- The subdivision of EEP, LLC lands behind the Athletic Field was approved several months ago. Access to these properties needs to be arranged with Wingert Lane as the best method. Probable property owners have reached an agreement to cooperate on the opening and future maintenance of Wingert Lane as a private lane for the benefit of the property owners. One aspect of this agreement is that the Borough agrees to assert no claim on the easement as a public roadway. The Borough will have a continuing right of access for all necessary municipal functions but no responsibility for continuing maintenance or upkeep. Approval to participate in signing this agreement will resolve the long running Wingert Lane issue.

### **New Business:**

- Andrea Scarry has asked to be able to request Borough support for community Holiday decoration projects this Christmas.

### **Workshops/Conferences-**

- The Secretary is scheduled to attend the PA Association of Municipal Administrators Conference in Erie on August 7-9, 2022. He attended this program in 2021 and it was very useful.

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

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**Adjourn the meeting at \_\_\_\_\_ pm.**