

# **Eagles Mere Borough Minutes**

**February 1, 2016**

The Eagles Mere Borough Council meeting was called to order at 7 PM on the above date by President Feese with the following Council members in attendance: VP Christelle Loftus, John Huhn, Richard Liebert, Robert Spahr, Walter Haussmann, and the Mayor, Joan Werner & Dave Werner via Conference Phone, Kay Wilson Secretary/Treasurer. In the gallery: J. Moore, K. Smith

**Public Comments:** no issues were discussed.

**Minutes-** for the previous monthly meeting were unanimously approved on a motion from Ms. Loftus seconded by Mr. Haussmann.

**Treasurer's Report** – for the previous month were approved with the minutes. Two bills were added for payment for signs. Mr. Spahr reviewed the bills for payment.

**Street Superintendent Report:** report was emailed. Signs are being replaced as per the long range plan. The ones done so far have been in poor condition and non-reflective.

**Open Records Officer:** No RTO forms received or filed.

**Ordinance & Zoning Officer's Report-**

**Parking Officer Report:** Nothing at this time.

**Business Conducted –**

**Crestmont tree removal** - After the Crestmont contacted the Shade Tree Commissioners and a meeting with President Feese it was noted there will be no further trees will be removed at this time.

**Shade Tree Commission-** a meeting will be set up with the solicitor to review the ordinances and responsibilities of the STC and the Borough. This needs to be resolved to deal with trees that need to be removed due to safety issues or disease.

**North Financial(Ward) subdivision** has not had any new developments.

**Museum shop keeper wages** who have been employed for over 1 year will also be increased by 2% on a motion from Mr. Haussmann, seconded by Mr. Huhn.

**Committee Meeting are Scheduled** as follows:

Website 2<sup>nd</sup> Wednesday of each month 10AM

Personnel will meet the last Thursday at 4PM

Finance will meet on the last Friday at 10 AM

Infrastructure will meet on last Wednesday at 9AM

Ordinance will meet 3<sup>rd</sup> Friday at 10 AM.

Agendas with notes can be submitted for minutes of these meetings. Any meetings can be cancelled by notifying the secretary and posting on the Borough Hall door. Meetings needing to be re-scheduled must be advertised in the paper if the meeting did not convene at the time advertised.

**No Cleaning Personnel** has been found with liability insurance. Ms. Wilson will try to manage without and be reimbursed for hours worked.

**Mr. Spahr was approved to attend New Councilmember Boot Camp** at the Borough's expense on a motion from Ms. Loftus, seconded by Mr. Huhn.

**PSAB:**

**Spring Conference** will be attended by Ms. Loftus, Council approved payment of the conference & lodging on a motion from Mr. Spahr, seconded by Mr. Haussmann.

**Awards-** Website and newsletter will be submitted for awards.

**Pension plan** for employees. (457b deferred compensation plan) There was interest and a meeting will be set up later in the spring.

**Quickbooks 2013** needs to be upgraded to 2016 before May 31. Cost approx. \$530.

**Employer's Mutual Insurance(EMC) proxies** will not be returned for lack of information regarding these votes.

**Costars 2016-2017 Salt Contract** application needs to be filled out and approved by March 1. Mr. Moore will work with Ms. Wilson to get this in before deadline.

**WBRE** was in town to do a feature on the Toboggan Slide. Mr. Spahr asked that they don't run file videos that mislead folks into thinking it is running.

**Mayor's Report:** DCNR webinar attended on how to get recreational grants for the Borough. Possibly for extending the Chaseway. Another webinar will be attended in March..

**Committees:**

**Museum :** Leslie Druschel was advised she was appointed to the Foundation committee. To assure her appointment Susan Hilbert was named as a museum board member on a motion from Mr. Haussmann seconded by Mr. Spahr. Ms. Wilson will check the previous minutes as well.

**Infrastructure:** Committee will meet for paving contract preparation. COG meeting advises liquid fuels report were due Jan 31 to get Act 13 funds. These are done.

**Finance:** ended year better than expected.

**Website:** still have 2 out of town customers who haven't paid.

**Secretary's Notes:**

- ✓ Processed & Filed Liquid Fuels Annual Report MS-965, it has been approved. State Auditor coming Feb 17 to audit Liquid Fuels for 2013-2014.
- ✓ Judge of Elections-Lee Middleton and Minority Inspector-Ruth Hild have been officially appointed by the County Judge. Copy of court orders received and on file.
- ✓ Cheryl Shoemaker has opened a new U/C claim in hopes she will be eligible for benefits. Paperwork has been filled out and returned. The rules have changed

so she didn't have enough hours in the 2<sup>nd</sup> quarter of last year to qualify for unemployment benefits.

- ✓ Filed NTSWA composting and recycling report. Revised and distributed annual letter for trash and recycling.
- ✓ Billed Shrewsbury Twp for W/C for 2016, \$1493.88. It was paid and deposited.
- ✓ Letter and resolution was sent to Ed Troxell requesting PSAB lobby the legislature to include municipalities in the State Health Insurance plans.
- ✓ Sent W-2s and 1099-M forms to employees and qualified vendors and the state.
- ✓ Processed & Filed W-3 and 1096 forms with IRS and State.
- ✓ Updated PSAB and DCED officials databases after reorganization meeting.
- ✓ Sent notification of appointment letters to all officials.
- ✓ Elaine Mudrick has retired from the Museum Board and Nancy Liebert has been chosen to replace her. As an Assistant Borough Treasurer, the treasurer's bond has been converted to Nancy as well.
- ✓ Membership to the Sullivan County Chamber has been renewed for 2016.
- ✓ Highmark has notified employees they are covered under their identity protection and it will not be considered taxable as a benefit. No forms need to be filled out by employees.
- ✓ EM Fire Company 2015 response stats are available for anyone interested.
- ✓ Borough News Magazine had great issue regarding what officials need to know.

The bills were ordered paid for the Borough and Museum on a motion from Mr. Huhn, seconded by Mr. Spahr.

The meeting was adjourned by of the President on a motion from Mr. Huhn, seconded Mr. Werner.

Respectfully Submitted,

Kay L. Wilson  
Secretary/Treasurer