

Eagles Mere Borough

AGENDA

January 2, 2024

Biannual Organizational Meeting

Regular Monthly Meeting

Time: 7:00 pm

Louise Middleton/Chair, Jim Way, Dennis Craig, Tom Graff, Kathy McCorkle, Richard Liebert and Jan Jhonson. Mayor John Brownback. Also present may be Secretary/Treasurer: Julie Norton, Street Superintendent: Jeremy Moore and Zoning Officer: Malory Matje. Invited guest: Notary Shelly Vest.

(For those wishing to participate by phone, the Dial-in access number is 1 605 562 8400 or 1 605 475 4120 and the Participant access code is 2757434#. 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.

Public comments are in the beginning of the meeting and are limited to 3 minutes per resident (unless otherwise stated).

In the Gallery: All residents and visitors are required to sign in when arriving at the meeting. A sign in sheet is by the door.

Biannual Organizational Meeting

Call to Order-Organizational Meeting: Mayor John Brownback

Pledge of Allegiance:

Notarization of Affidavits of Residence and submission of Financial Responsibility Forms

- Forms provided to each Council Member

Swearing in of Mayor Brownback (Notary Shelly Vest, presiding)

Swearing in of Council Members (Mayor Brownback, presiding)

- Jan Johnson
- Dennis Craig
- Rick Leibert
- Kathy McCorkle

Nomination and Election of Council Officers (Mayor Brownback presiding)

- President
- Vice President
- President Pro Tern

(Newly elected Council President presiding hereafter)

Other Appointments:

- Vacancy Board Chair – Susan Lee
- Zoning Hearing Board (1 appointment) – Brian Smith
- Ordinance and Zoning Officer – Malory Matje
- Right to Know Officer – Julie Norton

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- Sewer Enforcement Officer – Paul Baron/Terri Baron
- Solicitor – J. David Smith, Esq., McCormick Law Firm
- Engineer – Eric Casanave, P.E., Stiffler McGraw
- Sullivan County Council of Governments – Julie Norton
- Emergency Management Coordinator – Doug Steck
- 4th of July Commissioner -

Committee Member Appointments (Appointments done by Council President)

- Finance – Dennis Craig/Chair, Kathy McCorkle, Rick Liebert
- Infrastructure – Jim Way/Chair, Jan Jhonson, Dennis Craig
- Personnel – Rick Liebert/Chair, Lee Middleton, Jim Way
- Ordinance – Kathy McCorkle/Chair, Tom Graff, Jan Johnson
- Museum – Kathy McCorkle/Chair, Dennis Craig, Tom Graff
- Website – Rick Liebert/Chair, Lee Middleton, Tom Graff
- County Tax – Lee Middleton

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Regular Monthly Meeting

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

Motion to Revise the Published Agenda: (if needed)

Motion to Re-Open the 2024 budget for further consideration, if needed.

Public Issues & Comments: Comments on the proposed amendment of the Accessory building Ordinance.

Minutes: Approve December 4, 2023, Regular Meeting minutes.
Motion for approval by _____ & _____

Treasurer's Report: _

- Interim reports sent with agendas. Reports are through December 31, 2023.
 - Motion for approval by _____ & _____

Open Records/Right to Know Officer:

- 1 Right to Know request received and replied to the request.

Zoning & Ordinance Officer report:

- 1 application received – Molly Maginnis 106 Fern Lane, Deck addition, approved.

Street Superintendent Report:

Mayor's Report:

Emergency Management Coordinator's report:

Points of Interest:

- The Borough Budget for 2024 was passed at the December Meeting on December 5. The required advertisements have been printed in the Sullivan Review and recorded at the Sullivan County Courthouse.
- A donation received from The Johnson Family Fund was transferred to the EM Fire Co. and EM Ambulance Association.

Committee's

Finance-

Infrastructure- Final payment of \$8605.92 is received from the Conservation District for Clay Ave. Phase 3. Clay Ave. Project is completed.

Museum- At the Dec.11, 2023, The Museum Board elected Ms. Karen Gardener vice president and elected Ms. Kathy McCorkle as treasurer of the board. Both positions were resigned by previous elects. The Museum is now closed until the Spring except by appointment.

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Ordinance- Approval of Proposed Amendment to Ordinance No. 113. The ordinance is advertised in the paper, on the website and available at the borough office.

Motion for Approval by _____ & _____

Personnel-

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

Continued Business:

New Business:

- Setting meeting dates and times for 2024.
Proposed Council meeting dates: (first Monday unless noted) Feb 5, Mar 4, Apr 1, May 6, Jun 3, July 1, Aug 5, Tuesday, Sep 3, Oct 7, Nov 4, Dec 2. All meetings at 7:00 pm in Borough Hall, 915 Laporte Ave., Eagles Mere, PA.
- Sharon Smith/Tax collector is requesting to charge for Tax Certs, duplicate copies and returned checks. This requires an ordinance and will go before the ordinance committee.

Workshops/Conferences-

- None Scheduled. Attendance at the *New Council Member Boot Camp* is suggested for new Member Jan Jhonson. See Julie for schedules, locations, and registration.

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

Motion for approval by _____ & _____

Adjourn the meeting at _____ pm.