

This is a Works Meeting

Call To Order

Pledge

Mission and Vision Statement

To Create a functioning government that understands that their role is to be of service to the community that employs them, yet cultivates an atmosphere where citizens are welcome to participate in it's activities.

Vision: Is to develop a council that is welcoming and understanding of the need to change with the times, and invite new people to carry the mantel as we retire from our current service.

Review: First 16 Days

Banking

Hired Manager

Hired Temporary Secretary

Contracted Keystone Payroll comp Missy Eppers—volunteer to contact the tax collector.

Access to AOL and Computer and Files

Backed up the system. Quick Books

1-15-2024 and 1-31-2024 reports to DECD all completed and submitted.

4th Quarter Tax Reports, W'2, W'9, Fed, State and Local Taxes via Fiori FSC

Committees established.

New Item Deliberations ASAP

Paperwork for Keystone Payroll --- Tax Collector Information/Payroll Sandy

Hillyard Easement—Plumber

Resolution #2024-2 Resolution #2024-3

Develop Job Descriptions for Manager-Treasure-Secretary.

Hiring Cleaning person---*Clair* \$50 once per month service. Bathrooms, trash, vacuum and dust

Employee Handbook

Reimbursement for Purchases/Training/keys/jump drive/Franklin Planner for Manager

Borough Managers schedule/ Duties

Reconciling All Bank Accounts (Fred and Keith?)

Communication- Email - Create a form that lists every council member's email address. A resolution would be passed that everyone would accept notifications of meetings at this address, and this is considered official notification.

An Emailed Newsletter will come out once per month Titled "Do Not Reply" The sole purpose of this letter is to inform the council of upcoming issues or events so they can be prepared for discussion at upcoming meetings. These letters would come out between meetings. (Keith)

Meeting packets would be prepared 4 Days in advance of meetings so council can review in advance. They would be available for pickup in you mailbox. (Keith)

Resolutions x 2--- Changing Road Worker Description to 1999 job description,

Committees (how long is the public forms permitted to come in?) (Ethel)

Plowing ---Express Personal---QuickBooks reports For Borough Meetings

Change of locks on filing cabinets (Keith)

Park Security Code access to building/ Altoona company

Online Banking Setup---Electronic Banking--- Finish Bonding process

Generate the agenda for Feb. 2024

Future Item Deliberations

Grants

Zoom

New Website

Future community involvement in borough

Term Limits

Tasks for the next 2 weeks Pete will assign.

** This is not an all-inclusive list, ideas towards solving the immediate needs are welcome.

All Trade Solutions