

*Minutes of the Milesburg Borough Council Special Meeting held on  
April 18, 2024*

Council Members Present: Fred Kellerman, Plummer Davidson, Ethel Kellerman, Barry Campbell, Jr., Shirley Martin, Kirsty Lloyd, and Lauren Davidson-Haupt

The Borough Solicitor, Tracey G. Benson, Esquire was also present.

Mayor Clair Martin was also present.

President Fred Kellerman called the meeting to order at 6:38 pm., immediately following the meeting of the Vacancy Board.

Attendees were instructed to hold their comments and inquiries until the end of the meeting; however, they were urged to share any input on the agenda topics as the meeting unfolded.

Moved by Ethel Kellerman, and Barry Campbell, Jr. seconded, approving minutes from the April 8, 2024, Council Meeting. Motions approved.

Following the action of the Vacancy Board meeting held prior to this session, Lauren Davidson-Haupt assumed her position as a new council member.

**Solicitor**

**Tracey Benson**

Two original recorded road utilities and temporary construction easement agreements for the Dann and Hilliard property, adjacent to the Railroad Street bridge, have been recorded, and the original recorded documents provided to the Borough.

Mr. Benson reported that the Centre Daily Times and Bryce Taylor have submitted Right to Know Law requests, which have been duly processed. Furthermore, American Transparency has also submitted a Right to Know request, for which a 30-day extension request was sent on April 18, 2024, to allow for more time to gather the information requested.

## **Mayor's Report**

### **Clair Martin**

There was nothing to report at this time.

## **New Business**

### **Employment Positions**

Ethel Kellerman made a motion to hire Robyn Dyke as a part-time office assistant, for up to 20 hours per week, at the rate of \$20.00 per hour; with Barry Campbell, Jr. seconding the motion. The motion was passed by unanimous approval; and there were discussions about potentially assigning her the secretary-treasurer responsibilities to help ease Keith's workload. After careful consideration, it was decided that Keith is already competent in handling financial tasks and signing checks, so it would be beneficial to keep him as the secretary-treasurer temporarily. This arrangement will remain in place until a decision is reached regarding the Borough Manager and Secretary-Treasurer positions.

The remaining employment positions listed on the agenda, Road worker and Part Time Street Maintenance Personnel, are scheduled to be addressed in an upcoming meeting.

### **Committee Appointments**

1. The Budget Committee will consist of Council Members: Fred Kellerman, Plummer Davidson, and Barry Campbell, Jr.
2. The Personnel Committee will consist of Council Members: Kirsty Lloyd, Ethel Kellerman, and Shirley Martin.
3. The selection of the Street Committee Council Members will be determined during an upcoming meeting.

### **Zoning & Hearing Board resignation**

Motion to accept Robyn Dyke's resignation from the Zoning & Hearing Board was made by Plummer Davidson and seconded by Shirley Martin. The motions were approved by unanimous vote.

**QuickBooks – Remove online version.**

Motion made by Plummer Davidson and Ethel Kellerman to eliminate the online edition of QuickBooks as a result of security apprehensions and revert to utilizing the desktop version. The motion was approved by unanimous vote.

**WEX Fuel card**

It was determined that the WEX fuel card would be kept for the Borough Manager, Keith Russell, to utilize during work conducted outside the office.

**Appointments: Sewer Authority, Zoning & Hearing Board, and Emergency Management**

The Council inquired with the attendees if anyone would like to volunteer for any of the committees, but there was no response.

The motion to adjourn was made by Shirley Martin and seconded by Kirsty Lloyd; unanimously approved. The meeting adjourned at 7:58 p.m.

Submitted by Robyn Dyke, Assistant Secretary-Treasurer