

**Milesburg Borough Council Special Meeting**  
**416 Front Street**  
**July 30, 2024**

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

Council Member Barry Campbell, Jr. joined the meeting at 7:57 p.m.

The Borough Solicitor, Tracey Benson, Esquire, and Mayor Clair Martin were also present.

President Fred Kellerman called the meeting to order at 6:30 p.m.

**VISITORS**

Tom Letterman requested a copy of the borough's 2023 audit, and the assistant secretary-treasurer responded that she would make a copy and would inform him when it is available for pickup.

Ruth Barndt asked for a copy of the audit once it was finalized, covering the period from January 1 to April 19, 2024. The Assistant Secretary-Treasurer confirmed that she would provide a copy following the completion of the audit.

**APPROVE MINUTES (June 10, June 19, June 27, July 8, 2024)**

Motion made by Ethel Kellerman and seconded by Shirley Martin to approve the meeting minutes for June 10, June 19, June 27, and July 8, 2024. Approved unanimously.

**OLD BUSINESS**

1. Keystone Payroll (rescind motion to leave, and make a motion to remain)

President Kellerman requested a motion to rescind the decision to leave Keystone Payroll and to keep using their services because the current edition of QuickBooks Desktop is no longer supported, preventing the auditors Fiore Fedeli Snyder Carothers, LLP from managing payroll taxes.

Motion made by Shirley Martin and seconded by Plummer Davidson to rescind the motion to leave Keystone Payroll. Approved unanimously.

Motion made by Lauren Davidson-Haupt and seconded by Ethel Kellerman to retain Keystone Payroll for payroll services for the borough. Approved unanimously.

2. Fiore Fedeli Snyder Carothers, LLP (rescind motion to hire and handle payroll taxes)

President Kellerman requested a motion to rescind the decision to appoint Fiore Fedeli Snyder Carothers, LLP for payroll tax management, as Keystone Payroll will handle the payroll taxes.

Motion made by Shirley Martin and seconded by Lauren Davidson-Haupt to rescind the motion to hire Fiore Fedeli Snyder Carothers, LLP for payroll tax management, and Keystone Payroll will handle the payroll taxes.

3. Mary Lose property [Kirsty Lloyd]

President Kellerman stated that HRG Engineering had completed an investigation on Mary Lose's property, which had been plagued by constant flooding and water seeping into her house. The report provided by HRG Engineering included several recommendations. Initially, they proposed inspecting the pipes for blockages caused by sediment, stones, or debris. They also suggested using a video inspection to locate any damage affecting the pipes' performance. If cleaning does not work, HRG Engineering recommended surveying to collect important data like ground elevations, pipe sizes, and inverts. They advised reducing drainage area and water flow to potentially lessen future issues. Additionally, HRG Engineering suggested cleaning grates, maintaining the area, and creating openings in the grates to prevent water backup. Changing lawn grades to direct water towards asphalt or extending barriers through the yard was also recommended. Finally, installing a curb along the driveway to reduce water flow from the road was proposed, despite potential challenges for snow removal and maintenance. During the meeting, Lloyd gave Mary Lose a copy of the report prepared by HRG Engineering.

President Kellerman outlined the borough's strategy for implementing the recommendations, starting with the use of pressurized water to flush the pipes in search of sediment, stones, or debris, and stated that he would contact Citizen Hook & Ladder Fire Company to carry out pipe flushing at Mary Lose's property. In case this approach proved ineffective, he planned to get in touch with the Mid-Centre County Authority to explore the option of vacuuming the pipes.

**NEW BUSINESS**

Assistant Secretary-Treasurer hours (discuss part-time/overtime hours)

President Kellerman mentioned that the Assistant Secretary-Treasurer was initially hired for 20 hours per week. However, due to an increase in responsibilities stemming from a shortage of borough staff and the need to organize files upon taking the position, she requested a temporary increase in her hours. Davidson-Haupt inquired if this change would be temporary and whether the additional hours would qualify as overtime. President Kellerman affirmed that the extra hours are temporary and would be classified as regular hours with standard pay, not overtime.

Motion made by Plummer Davidson and seconded by Shirley to approve for the Assistant Secretary-Treasurer to be allowed to work up to 34 hours a week temporarily. Approved unanimously.

1. Public Transit Task Force [Lauren Davidson-Haupt]

Davidson-Haupt spoke with Kimberly Fragola from CATA to inquire about the purpose of the Public Transit Task Force meetings and discussed the accessibility of CATA-Go in certain areas. It was revealed that the expenses for CATA-Go had exceeded the budget of the Bellefonte Borough, requiring CATA to cover the additional costs. Davidson-Haupt also mentioned that Milesburg Borough, which does not have access to CATA-Go, cannot afford to contribute financially. The Council concluded to refrain from participating in the Public Transit Task Force.

**MILESBURG PARK**

1. Public Safety concerns and risks – Milesburg Park

Davidson-Haupt reported that the person responsible for the damage to the gravel parking lot at Milesburg Park was directed by his father to return and rake the gravel to address the issues he had caused the previous night. Mayor Martin acknowledged that while the individual did a commendable job raking the gravel, the case would still be taken to Magistrate Court, with the PA State Trooper Clark's recommendation that the responsible individual undertake 10 hours of community service. President Kellerman presented a report prepared by the Assistant Secretary-Treasurer for Mayor Martin, who had visited the borough to report the vandalism occurring at the park. The Assistant Secretary-Treasurer noted that she had compiled digital records documenting the recent acts of vandalism at the Milesburg Park.

Mayor Martin informed the attendees that PA State Trooper Ammerman would be reaching out to either him or the Assistant Secretary-Treasurer to provide an update on the current case. Davidson-Haupt noted that she had already submitted a report and contacted Lieutenant Jones regarding the underage drinking concerns at the park. Lieutenant Jones reaffirmed his dedication to finding a lasting solution for the vandalism issues at the park and will be coordinating with the council to develop an action plan. He may also attend the meeting scheduled for August 12th. Additionally, Davidson-Haupt pointed out that the PA State Police have received a higher volume of calls from Milesburg Borough compared to other boroughs.

2. Security cameras and internet service – Milesburg Park

Keystone Securities & Technology, Inc. was responsible for installing the security cameras at Milesburg Park and Milesburg Borough Building. During the meeting, there were discussions regarding the camera clarity and the potential setup of Wi-Fi for viewing the footage at the borough building. Mayor Martin mentioned that the cameras were functioning well, and the video quality was very clear. Davidson-Haupt requested that the Assistant Secretary-Treasurer

contact Greg from Keystone Securities & Technology, LLC again to inquire whether the resolution might be impacted by the receiver overheating in its current location, as well as how it would integrate with the Wi-Fi system. Furthermore, Davidson-Haupt highlighted the significance of having the ability to view the footage on a computer. This capability would facilitate a smoother transfer of the footage to the authorities, if Wi-Fi is established at Milesburg Park. The Assistant Secretary-Treasurer confirmed that she would follow up with Greg.

Davidson-Haupt inquired about the possibility of making a motion following discussions with Greg, Keystone Securities & Technology, LLC to address the receiver issues and set up Wi-Fi at Milesburg Park for viewing footage at the borough building. It was agreed to postpone the motion until the meeting on August 12th. The Assistant Secretary-Treasurer mentioned that she would also reach out to Comcast to obtain an estimate for the cost of adding Wi-Fi. Campbell, Jr. expressed concerns about the expenditure and requested to review the budget and remaining funds for each line item before any additional financial decisions are made. The Assistant Secretary-Treasurer stated that this information would be ready for the August 12th meeting. Mayor Martin suggested that Davidson-Haupt, as the Park Committee chair, meet him at the park to assess the amount of recorded footage and check for clear images of the individuals vandalizing the park.

## **EMPLOYMENT**

1. Personnel Policy and Procedures, and job descriptions - review work session edits, and comments made by Tracey Benson, Borough Solicitor.

Benson highlighted that the current personnel policy, which had been approved by council in July for 2022, underwent a review, resulting in modifications implemented by the Personnel Committee during the council's work session on July 11, 2024. These changes encompassed his own edits along with feedback from Campbell, Jr., Lloyd, and Davidson-Haupt.

Benson indicated that he plans to review the document thoroughly with the council, going through the personnel policy page by page to assess all changes made. Benson stated he would make all the changes on his laptop at the meeting to document the discussion, with the goal of securing approval for the personnel policy during the meeting. This approval would enable Milesburg Borough to initiate the hiring process for additional staff.

At present, the borough employs three individuals: Robyn Dyke, the Assistant Secretary-Treasurer; Nick Witherite, who is part-time and handles mowing tasks; and Rickey Keith, who takes care of park maintenance.

The Council reviewed the complete personnel policy, with Benson documenting the changes. All members expressed their agreement with the modifications that were implemented.

President Kellerman inquired about the possibility of changing the policy once it's been adopted. Benson confirmed that the policy can be modified at any time and emphasized that the current focus is on getting the policy approved in order to begin advertising job openings for hiring more staff in the borough.

Benson requested a motion to approve the updated personnel policy dated July 30, 2024, along with the corresponding job descriptions.

Motion made by Shirley Davidson and seconded by Plummer Davidson to adopt the personnel policy and corresponding job descriptions. Approved unanimously.

## 2. Resolution to adopt personnel policy and job descriptions.

Secretary-Treasurer position - Benson proposed that rather than posting a job for Secretary-Treasurer, he recommended it being listed as an administrative assistant position. The reasoning is that the secretary-treasurer is an appointed position with specific duties under the borough code. He also mentioned that advertising the job as an administrative assistant with the responsibilities of the secretary-treasurer would provide more flexibility in hiring. Additionally, this approach would open opportunities to recruit individuals who are excellent office workers but may not be bondable.

Benson also recommended that the borough establish two part-time administrative assistant positions. If a suitable candidate with secretary-treasurer responsibilities is found, they can be hired and then appointed as the secretary-treasurer at a council meeting. The second assistant would cover additional job duties that the secretary-treasurer is unable to perform, providing more flexibility.

Benson noted that the Borough is not required by law to publicly advertise staff positions prior to hiring.

Benson requested a motion to approve the personnel committee to post the job opening for a part-time administrative assistant position with a salary range of \$16.00 to \$22.00 per hour. That pay rate could be increased to provide compensation for additional duties or appointments.

Motion made by Shirley Martin and seconded by Plummer Davidson to approve the personal committee to post the job opening for a part-time administrative assistant position with a salary range of \$16.00 to \$22.00 per hour. Approved unanimously.

Benson requested a motion to approve the personnel committee to post the job opening for a full-time Lead Worker position with a salary range of \$22.00 to \$26.00 per hour.

Motion made by Barry Campbell, Jr. and seconded by Plummer Davidson to approve the personnel committee to post the job opening for a full-time Lead Worker position with a salary range of \$22.00 to \$26.00 per hour. Approved unanimously.

Benson requested a motion to approve the personnel committee to post the job opening for a part-time Street Maintenance Worker and Code Enforcement Officer position with a salary range of \$15.00 to \$20.00 per hour.

Motion made by Barry Campbell Jr. and seconded by Shirley Martin to approve the personnel committee to post the job opening for a part-time Street Maintenance Worker and Code Enforcement Officer position with a salary range of \$15.00 to \$20.00 per hour. Approved unanimously.

Benson requested a motion to adopt Resolution #2024-9 that would appeal the existing Personnel Rules in their entirety; and adopt a new edition of Personnel Rules applicable to employment by, and with, the Borough.

Motion made by Ethel Kellerman and seconded by Plummer Davidson to adopt Resolution 2024-9 that would appeal the existing Personnel Rules in their entirety; and adopt a new edition of Personnel Rules applicable to employment by, and with, the Borough. Approved unanimously.

#### **ADJOURNMENT**

The motion to adjourn was made by Ethel Kellerman and seconded by Barry Campbell, Jr. Approved unanimously. The meeting ended at 9:05 p.m.

Submitted by:

Robyn D. Dyke  
Assistant Secretary-Treasurer