

**Milesburg Borough Council Meeting**  
**416 Front Street**  
**June 10, 2024**

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

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

The Code Enforcement Officer, Keith Rupert, was not present.

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

**Visitor comments** – Ruth Barndt inquired about the Milesburg Borough’s lease agreement with the Milesburg Borough Water Authority from 2014. Benson assured her that he would search through his files, while the Assistant Secretary-Treasurer would also make an effort to locate the lease.

**Approve Minute & Pay Bills**

Motion made by Plummer Davidson and seconded by Lauren Davidson-Haupt to approve meeting minutes from May 13, 2024, and to pay the outstanding bills. Approved unanimously.

President Kellerman mentioned that the outstanding taxes from the borough residents, collected by the Tax Collector, will be handed over to the Berkheimer Collection Agency.

**Equipment purchase request – Brush Hog mower**

President Kellerman stated that the borough is currently facing a high frequency of belt breakages with their mower, leading to significant expenses as a result of the costly nature of the belts. However, the brush hog does not rely on belts for operation, which will lead to cost savings for the borough in the future. The Council decided to purchase the Tractor Supply CountyLine Brush Hog mower priced at \$1799.99 for the borough's mowing needs.

Motion made by Ethel Kellerman and seconded by Shirley Martin to approve purchasing the CountyLine Brush Hog mower from Tractor Supply. Approved unanimously.

**RESOLUTIONS:**

**2024-8 – Agenda Policy and Procedure**

Benson affirmed that Resolution #2023-3, established last year was designed to create a policy and procedure regarding the development of the agenda for regular meetings of the Milesburg

Borough Council. Benson stated that since there is no longer a Borough Manager it is essential to modify this resolution by adding the Assistant Secretary-Treasurer, alongside the President and Vice President. This resolution will still involve the Borough Manager in the event of a future hire for that position.

Motion made by Ethel Kellerman and seconded by Shirley Martin to adopt Resolution 2024-8 – Agenda Policy and Procedure. Approved unanimously.

### **Code Enforcement Officer**

**Keith Rupert** – was not present; no report was made.

President Kellerman mentioned that Rupert had been absent from the past two meetings. As a result, it was decided that a letter would be sent to Rupert to arrange a meeting with him to review his responsibilities and provide him with a new key, as the locks were changed for security reasons.

### **Solicitor**

- Right to Know Law - The borough received a request under the right to know law by Mr. Letterman on May 28, 2024. To provide ample time to address his request, a notice for a 30-day extension was sent. Benson stated that the response to Mr. Letterman's request will be prepared and sent by the conclusion of June.
- 108 View Street, Confers Development (high grass) – Notices have been issued to the property owner regarding the violation of the high grass code ordinance. Failure to address the issue will result in a citation being forwarded to the District Magistrate's Office. Additionally, another violation of the high grass ordinance was reported at 318 Turnpike Street. President Kellerman will be meeting with Rupert, the Code Enforcement Officer, to address both violations.

### **MAYOR'S REPORT**

- Mountain Top Towing (illegally parked vehicles at the Milesburg Community Park) – The Mayor emphasized that the situation has escalated significantly, as attendees of the ball games are disregarding the designated parking areas and opting to park along the road on both sides. This has created difficulties for the residents trying to navigate through the area. President Kellerman requested a motion to consider hiring a towing company. He stated that he intends to contact Rich's Amoco to discuss the possibility of them offering towing services for the Milesburg Borough.

Motion made by Lauren Davidson-Haupt and seconded by Shirley Martin to contact a towing company and begin by reaching out to Rich's Amoco. Approved unanimously.

- Mayor Martin also raised issues about vandalism, damage to bathroom doors, and illegal smoking at the park. He discussed the installation of additional fencing along the park's rear side to prevent unauthorized entry after hours. Furthermore, he plans to contact the State Police to discuss enhancing patrols in the park vicinity.
- Online Banking – The Council opted to postpone this in order to examine the potential risks of online banking.
- Sound System for meetings – President Kellerman requested a motion to purchase a sound system - the Council opted to postpone the decision until quotes have been received.

#### **PARK COMMITTEE**

- Davidson-Haupt mentioned that she conducted research on the PA DCNR Development Grant and contacted various community organizations that are ready to support fundraising efforts when needed. Additionally, she reached out to Ernest Greene, administrative assistant for State Representative Stephanie Borowicz's office, who will research other potential grants. Davidson-Haupt expressed interest in reviewing prices for ADA accessible equipment and exploring the purchase of a canopy to create artificial shade in the playground area at the park.
- Davidson-Haupt provided an update on the Milesburg Community Park Day Project organized by Freedom Life Church on June 15, 2024. She emphasized the need for volunteers from 9 am to 12 pm. The church's agenda for the day includes mulching around trees, existing benches, and the playground area to meet community park standards. Additionally, the church plans to donate twenty pounds of sand for the sand box and to repair the boards, clean the barbeque grates at the pavilion, pick up trash, and refresh areas with re-staining or painting. They are also interested in conducting some overall tree pruning and removing the dead maple tree. In case they are unable to complete the task as scheduled, they might have to arrange for another day to remove the maple tree. Mayor Martin offered his assistance in relocating the wood if needed. Furthermore, she informed that Pastor Jabco will be providing the necessary equipment and tools that are needed for the park activity. Davidson-Haupt also reminded everyone that the park will be closed on that day.

**NEW BUSINESS**

- Robyn Dyke (Assistant Secretary-Treasurer: surety bond) - President Kellerman stated that Robyn Dyke is bonded.
- President Kellerman requested the Council to propose a motion for raising the salaries of three individuals: Robyn Dyke, Assistant Secretary-Treasurer, due to added responsibilities related to the secretary-treasurer role; Nick Witherite, part-time mowing, to align with the pay of the individual mowing the Milesburg Borough cemetery; and Rick Keith, Park Maintenance employee, for assuming extra duties at the park. The Council decided to hold an Executive Session at the conclusion of the Special Meeting to deliberate on the salary adjustments for the personnel.
- Robyn Dyke (Assistant Secretary-Treasurer) salary – moved to the Executive Session.
- Nick Witherite (part-time mowing) salary – moved to the Executive Session.
- Pension Administrator – President Kellerman indicated that the borough needs a pension administrator following Paula Hall's resignation on January 2, 2024. Benson clarified that the current administrator, Paula Hall, is no longer employed by the borough, thus prompting the need to find a new pension administrator as stipulated by the pension plan. The Council members opted to postpone the discussion to review the borough's pension plan and gather more details, with plans to address the matter at a future council meeting.
- Job Advertisements – postponed until the Milesburg Borough Council's working session scheduled for June 19, 2024, to discuss the budget and personnel matters.
- Comprehensive Audit (January 1<sup>st</sup>- April 19, 2024) - President Kellerman emphasized the necessity of conducting a municipal audit due to the absence of individuals who were present from January 1st to April 19, 2024, that served on the council or as employees. Benson emphasized the benefits of conducting a municipal audit. He stated that it ensures that a comprehensive report is provided, covering all activities, financial records, and decisions made by the Council. Importantly, it relieves the current council from any potential issues related to the borough's operations during that specific time period. President Kellerman requested a motion to reach out to Fiore Fedeli Snyder Carothers, LLP, the Milesburg Borough's auditors, and inquire about the expenses associated with conducting this audit.

Motion made by Ethel Kellerman and seconded by Barry Campbell, Jr. to contact the Milesburg Borough's auditors regarding expenses for an audit. Approved unanimously.

- Homecoming Parade – Bald Eagle Area School District – President Kellerman asked for a motion to approve the Bald Eagle Area School District Homecoming Parade route that will take place in the town on September 25, 2024.

Motion made by Barry Campbell, Jr. and seconded by Shirley Martin to approve the Bald Eagle Areas School District Homecoming parade route taking place on September 25, 2024.

- Milesburg Community Park

Rick Keith (Park Maintenance) salary – moved to the Executive Session.

Signage at the park – President Kellerman proposed the creation of signs to remind people to clean up after events at the pavilions. There was also a discussion about adjusting the park hours to provide better visibility for the Park Maintenance employee who currently cleans up the park after sunset. The Council decided that from April 1st to September 1st, the park hours will be 6 am to 8 pm, and from September 2nd to October 31st, the hours will be 6 am to 6 pm. President Kellerman requested a motion for these changes, as well as the installation of new signage. It was also addressed that the updated hours should be reflected on the Milesburg Borough's website.

Motion made by Ethel Kellerman and seconded by Lauren Davidson-Haupt to create new signs for the pavilions and the new operating hours of Milesburg Community Park.

Baseball U Central PA (travel team) – President Kellerman announced that two baseball teams have made arrangements to play their games at the Milesburg Community Park on Sundays during the summer months thru early fall. These teams involved are the Baseball U Central PA travel team and the Milesburg Iron Kings Baseball Centre County League team. Both teams have reached an agreement to collaborate on scheduling their games. The teams have also asked for permission to spray the weeds located on the infield of the baseball field.

Motion made by Ethel Kellerman and seconded by Shirley Martin to allow the teams to spray the weeds on the infield of the baseball field. Approved unanimously.

**PAYROLL**

- Keystone Payroll & Quick Books and Fiore Fedeli Snyder Carothers, LLP – President Kellerman mentioned that Keystone Payroll is currently in charge of handling payroll for the employees and council members. He expressed his preference for the Asst. Secretary-Treasurer to manage payroll using Quick Books for check printing and pay documentation, with the borough's auditors, Fiore Fedeli Snyder Carothers, LLP, managing the tax aspect of payroll. The Council decided to postpone this matter until more information can be provided on this matter.

**PERSONNEL COMMITTEE**

- Update – nothing to report.

Work Session for personnel and budget – The Council reached a consensus to schedule the work session for budget and personnel matters on June 19, 2024.

**FIRE & POLICE**

- Oversight Committee – nothing to report.

**APPOINTMENTS**

- There were no individuals who volunteered to serve on the Sewer Authority, the Zoning and Hearing Board, or Emergency Management.

The Executive Session commenced at 8:57 p.m. to deliberate on the salary adjustments for the personnel. It concluded at 9:20 p.m.

The Milesburg Borough Council Special Meeting reconvened at 9:22 p.m.

The Council approved a salary increase of \$1.25 per hour, resulting in Robyn Dyke's salary being raised to \$21.25 in her role as Assistant Secretary-Treasurer, starting the next pay period.

Motion made by Lauren Davidson-Haupt and seconded by Kirsty Lloyd to approve a salary increase of \$1.25 per hour, starting the next pay period for Robyn Dyke, Assistant Secretary-Treasurer. Approved unanimously.

The Council approved a salary increase of \$1.25 per hour, resulting in Nick Witherite's salary being raised to \$21.25 in his role as part-time mowing employee, starting the next pay period.

Motion made by Ethel Kellerman and seconded by Kirsty Lloyd to approve a salary increase of \$1.25 per hour starting the next pay period for Nick Witherite, part-time mowing employee. Approved unanimously.

The Council approved of a monthly increase of \$50 retroactive back to May 1, 2024, resulting in Rickey Keith's monthly pay being raised to \$700 in his role as Park Maintenance employee, starting the next pay period.

Motion made by Plummer Davidson and seconded by Barry Campbell Jr. to approve a monthly pay increase of \$50, retroactive back to May 1, 2024, starting the next pay period for Rickey Keith, Park Maintenance employee

### **Adjournment**

The motion to adjourn was made by Plummer Davidson and seconded by Lauren Davidson-Haupt. Approved unanimously. The meeting ended at 9:25 p.m.

Submitted by:

Robyn D. Dyke  
Assistant Secretary-Treasurer