

Milesburg Borough Council Special Meeting
416 Front Street
June 19, 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.

OLD BUSINESS

Right to Know Law Officer

President Kellerman announced that the Borough Solicitor, Tracey Benson, Esquire, is currently handling the Right to Know Law requests and requested a motion to appoint Benson as the Right to Know Law Officer on a temporary basis.

Benson agreed to serve as the Right to Know Law Officer on a temporary basis. He stated that his name should be included on the borough's website as the Right to Know Law Officer, and all requests should be directed to the Milesburg Borough's mailing address or dropped off at the borough building. Benson emphasized the significance of the Assistant Secretary-Treasurer, Robyn Dyke, to promptly forward any received requests to him in order to ensure sufficient processing time, and to request a 30-day extension if necessary. The Borough Solicitor, Tracey Benson, Esquire, will serve as the Right to Know Law Officer until additional employees are hired, at which point this matter can be revisited.

Moved by Ethel Kellerman and seconded by Shirley Martin to appoint the Borough Solicitor, Tracey Benson, Esquire as the Right to Know Law Officer for the Milesburg Borough on a temporary basis. Approved unanimously.

High grass Ordinance Violation

President Kellerman expressed uncertainty regarding the status of certain violations in light of the Code Enforcement Officer's absence. The instances of high grass violations discussed during the meeting pertained to the properties located at 108 View Street, 111 Oklawaha Street, and 318 Turnpike Street. President Kellerman confirmed that he had a conversation with the owner of 108 View Street, who does not live there, and was assured that the high grass would be dealt

with during the week of June 24, 2024. Davidson-Haupt also mentioned speaking with Keith Rupert, the Code Enforcement Officer, regarding the property on 318 Turnpike Street. She stated that Rupert had sent numerous letters to the residents, and upon receiving no reply, he forwarded the letters to the district magistrate's office and was uncertain about what to do next. Mayor Martin added that another high grass violation at 111 Oklawaha Street requires investigation.

President Kellerman stated that he reached out to Keith Rupert, the Code Enforcement Officer, to arrange a meeting, and he plans to address the issue of high grass ordinance violations as well. The Assistant Secretary-Treasurer also mentioned that Rupert had visited the borough building on June 17, 2024, to collect his new key.

Pension Administrator

President Kellerman emphasized the necessity for the borough to select a new pension administrator following the resignation of Paula Hall, who previously held the position.

Paula Hall outlined the duties of the pension administrator and clarified that she will not be able to access her pension until a new pension administrator is appointed. This is because she cannot authorize her own pension since she currently is designated as the administrator for the Milesburg Borough's pension fund.

The council had inquired about the necessity of a pension administrator given the absence of full-time employees in the borough. Benson stated that the borough must appoint a pension administrator to manage the funds for both current and former employees. He cited Ordinance 270 – establishing an employee pension plan, November 23, 1998, which stipulates that the appointed secretary of the Milesburg Borough is responsible for executing all documents related to the pension plan, thereby serving as the pension administrator. It was recommended that Paula Hall's name be removed, and the Assistant Secretary-Treasurer, Robyn Dyke, should assume the role of pension administrator in accordance with the aforementioned ordinance.

Moved by Shirley Martin and seconded by Ethel Kellerman to remove Paula Hall as pension administrator and appoint Robyn Dyke, the Asst. Secretary-Treasurer as the pension administrator. Approved unanimously.

Comprehensive Audit

President Kellerman emphasized the necessity of conducting the audit due to the discrepancies found. Davidson-Haupt pointed out that the auditing firm, Fiore Fedeli Snyder Carothers, LLP, had a long history of serving as the borough's auditors and had previously handled payroll taxes without any issues, making them the ideal choice for this audit. Benson highlighted the importance of conducting audits as they become necessary, such as when a secretary treasurer

leaves, as mandated by the borough code. Benson emphasized that each time an officer resigns, the process must be carried out again. Given that Keith Russell served in three different roles, the audit should cover the period from January 1st to April 19th, which is the time of Russell's resignation.

Moved by Ethel Kellerman and seconded by Lauren Davidson-Haupt is to retain the private auditing firm of Fiore Fedeli Snyder Carothers, LLP to do the comprehensive audit. Approved unanimously.

Taxes and Payroll Process

President Kellerman requested a motion to switch from Keystone Payroll to QuickBooks on desktop for printing paychecks, and to hire Fiore Fedeli Snyder Carothers, LLP to manage the tax aspect for employees.

Moved by Shirley Martin and seconded by Plummer Davidson to switch from Keystone Payroll to QuickBooks on the desktop for managing the borough payroll. Approved unanimously.

Moved by Shirley Martin and second by Lauren Davidson-Haupt to hire Fiore Fedeli Snyder Carothers, LLP to do the payroll taxes and 1099s. Approved unanimously.

Committee Appointments

President Kellerman mentioned that he adjusted the committee lists to ensure a more balanced distribution among council members. The council members received the updated list of committees.

Personnel Committee Meeting

The newly appointed Personnel Committee scheduled a meeting to discuss the personnel policies and procedures.

Adjournment

The motion to adjourn was made by Barry Campbell Jr. and seconded by Kirsty Lloyd. Approved unanimously. The meeting ended at 7:54 p.m.

Submitted by:

Robyn D. Dyke
Assistant Secretary-Treasurer