

**Milesburg Borough Council Meeting  
416 Front Street  
August 12, 2024**

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

Solicitor Tracey Benson and Mayor Clair Martin were also present.

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

**Pledge of Allegiance**

**Visitors**

- Concerns were raised regarding the operation of ATVs on the primary roads within Confers Development, where they are being utilized continuously throughout the day and night.
- During times of elevated water levels, the pipe that linked Broadway Street to Bald Eagle Creek had back flowed into Central City. A flood drain had been situated between Iddings and Broadway Street. The possibility of closing off the pipe from the creek and redirecting it into the flood drain was questioned. President Kellerman had stated that he would investigate the matter to determine if any action could be taken.
- A question was posed about when the borough planned to address the problem of accumulated garbage in residents' yards, which included items such as old furniture and various junk.

**Approve Meeting Minutes & Pay Bills**

Motion made by Lauren Davidson-Haupt and seconded by Plummer Davidson to approve the special meeting minutes for July 30, 2024, and to pay the outstanding bills. Approved unanimously.

**Budget Financial Report**

Questions arose concerning specific expenses, especially those associated with Ehrlich. The Assistant Secretary-Treasurer explained that there was no active contract with Ehrlich, and that she had ended the service with Ehrlich. Davidson-Haupt stated that she had contacted State College Borough to inquire about their pest and weed control service and was advised to contact Centre Region Parks and Recreation.

**Solicitor (Tracey Benson)**

Benson announced that the Bald Eagle Watershed Non-Profit Corporation had been officially dissolved and records must be retained for seven years.

Resolution #2024-10 – Coronavirus and Local Fiscal Recovery Funds (SLFRF), as part of American Rescue Plan Act (ARPA)

Benson indicated that the borough initially received \$112,000 from the Coronavirus and Local Fiscal Recovery Funds (SLFRF), and as of July 18, 2024, the cumulative total had risen to \$116,908.41. He mentioned that he contacted a representative from SEDA-COG to investigate potential uses for these funds within the borough. Furthermore, Benson mentioned working with the Assistant Secretary-Treasurer to prepare an expense report that outlined the expenditures, which adhered to federal guidelines, including costs for electricity, diesel, gas, and hardware purchases.

Additionally, Benson added that he had been working with the Assistant Secretary-Treasurer to check whether the borough had submitted the necessary reports to the State and Local Fiscal Recovery Funds (SLFRF). Upon accessing the website, they were prompted to verify that the individual with access to the borough's account and responsible for filing the required reports was properly authorized. The individual would serve as the Account Administrator, the Point of Contact for reporting, and the authorized representative for communication with the United States Treasurer. However, since the borough had not designated anyone for this role, it resulted in the creation of Resolution 2024-10 concerning the Coronavirus and Local Fiscal Recovery Funds (SLFRF), which was part of the American Rescue Plan Act (ARPA).

The resolution would allow the Assistant Secretary-Treasurer to take on the role of account administrator, serve as the main point of contact for reporting, and represent the borough in communicating with the United States Treasury. Benson further stated that should the resolution receive approval, the Assistant Secretary-Treasurer would obtain access to the website, enabling him to work alongside her in submitting the required reports. These reports would reflect that the borough's expenditures totaled \$116,908.41. It was imperative that these funds be allocated by the conclusion of this year and expended by April 2025.

Motion made by Ethel Kellerman and seconded by Lauren Davidson-Haupt to adopt Resolution #2024-10 Coronavirus and Local Fiscal Recovery Funds (SLFRF), as part of the American Rescue Plan Act (ARPA) to allow the Assistant Secretary-Treasurer to be authorized to complete the appropriate reports needed to maintain the funds from the United States Treasury. Approved unanimously.

## **Mayor's Report (Clair Martin)**

### Ordinance Violations

Mayor Martin pointed out various ordinance violations in the borough, which included overgrown weeds, tall grass, discarded furniture, and junk cars. He also mentioned that he had personally visited the properties in violation to discuss these concerns with the owners. Although they assured him, they would tidy up their yards and mow their lawns, no progress had been made. He emphasized the need for the council to respond and assert that Milesburg cannot overlook the violations by its residents. President Kellerman said that specific actions need to be followed. The mayor referred to the report on codified ordinances included in the council's meeting packets, which would help

identify the violations and outline the next steps. He also noted the presence of many repeat offenders. The Assistant Secretary-Treasurer said she would work with the mayor to review the records of the previous Code Enforcement Officer and pinpoint the unresolved ordinance violations.

### No Parking Signs

Mayor Martin emphasized the need for additional "No Parking" signs in the borough where parking was not allowed. President Kellerman suggested that the mayor assess the required number of signs and estimate the expenses prior to the next borough council meeting. Lloyd advised reviewing the ordinances related to parking regulations and focusing on locations with traffic congestion problems. Benson noted that he was unsure of the exact ordinance number, but mentioned the existence of a Street and Traffic Ordinance that contained the relevant details. The Assistant Secretary-Treasurer stated she would search for the ordinance and distribute it to the Street Committee and the mayor.

### **Old Business**

#### Mary Lose's property [Robinson's septic results and next steps]

Robinson's septic investigated Mary Lose's property, which included flushing the pipes and using a camera which revealed that the pipe beneath the driveway was severely rusted. Davidson discussed the estimate that was received from Edgar Excavating & Concrete LLC and indicated that the \$4,000 quote seemed reasonable, warning that postponing the repair might increase the overall expense. He advised the borough to hire Edgar Excavating & Concrete LLC to replace the pipe under Mary Lose's driveway. Lloyd and Campbell, Jr. expressed concerns about relying on just one quote instead of contacting more companies.

Motion made by Plummer Davidson and seconded by Shirley Martin to accept the quote from Edgar Excavating & Concrete LLC and hire them to replace the pipe under Mary Lose's driveway. Motion passed with council members, President Kellerman, Ethel Kellerman, Shirley Martin, Plummer Davidson, and Lauren Davidson-Haupt voting in favor, and council members Kirsty Lloyd and Barry Campbell, Jr. voting against.

### **Park Committee**

#### Chair – report and weed control.

Davidson-Haupt reported that she contacted Nick Witherite for guidance on managing weeds and applying tick and flea spray. Nick shared knowledge from the borough's past experiences and emphasized that treating only the playground would not be sufficient, as children could still be exposed outside the playground area. Furthermore, Davidson-Haupt noted that she collected information from the State College Borough regarding the Public Works Department and secured contact information for the State College EPA, aiming to get recommendations for parks near water

that had elevated populations of mosquitoes, fleas, and ticks, similar to the Milesburg Community Park.

Additionally, Davidson-Haupt indicated her plan was to collaborate with the Assistant Secretary-Treasurer to draft emails aimed at gathering input for the Milesburg Community Park. Following this, she would seek out services that could deliver the necessary protection. Her objective was to formulate an annual plan that would require approval from the council.

American Legion Mumper Shawley Post donation for playground mulch at the park.

President Kellerman declared that the borough had received a \$2500 contribution intended for mulch to be utilized in the playground at the Milesburg Community Park.

Concession stand needs to be rekeyed due to past key holders not returning their keys.

President Kellerman announced that the concession stand at the Milesburg Community Park needed to be rekeyed, as he discovered that access was not limited to the baseball and softball teams; the Centre County travel baseball team and previous council members also possessed keys. Davidson-Haupt asked about the costs associated with rekeying and expressed her intention to collect several estimates and present them at the next council meeting. Furthermore, the conversation about requiring a deposit from the ball teams would be deferred until the next council meeting.

## **New Business**

112 Market Street – tree trimming emergency.

A concerned resident reached out to the borough about an impending storm, voicing worries over tree branches near 112 Market Street that were brushing against the power lines. Additionally, the resident pointed out large limbs hanging too low, which seemed hazardous. Anticipating that the storm could worsen the conditions, Cleaver Tree Service was enlisted to trim the branches in contact with the power lines and to cut back the oversized limbs.

Councilmember Lloyd [declined to accept monthly compensation from the borough]

President Kellerman declared that council member Kirsty Lloyd had chosen to waive her monthly payment of \$30 received for her role on the council.

## **Personnel Committee**

Resolution #2024-11 – appointment of individual to serve as Borough Treasurer and Borough Secretary

President Kellerman proposed a motion to appoint Robyn D. Dyke as Secretary-Treasurer. Campbell, Jr. raised a question about the decision to appoint both a borough treasurer and a borough secretary. He pointed out that during the work session and the last council meeting, the council had agreed to create two administrative assistant roles, with one serving as secretary-

treasurer and the other handling grant writing and additional duties that will be decided on when the person was hired. The decision was made to nullify Resolution #2024-11, which had appointed an individual to hold the dual positions of Borough Treasurer and Borough Secretary.

Borough Secretary-Treasurer – add job description.

The decision was made to withdrawal the job description request, retain the title of administrative assistant, and appoint a borough secretary-treasurer to one of the administrative assistant roles. The appointment of a secretary-treasurer would also allow the selected individual, should the council decide, to receive extra compensation for the additional duties they would take on.

Administrative Assistant – rescind job description.

The decision was made to maintain the job description for the administrative assistant position with the aim of hiring someone to write grants, thereby obtaining extra funding for the borough's projects, along with other responsibilities.

Street Maintenance/Code Enforcement Officer – amend job description from part-time to full-time (40 hours a week)

The decision was made to maintain the Street Maintenance/Code Enforcement Officer role as a part-time position and proceed accordingly.

Lead Worker job description – posted in the Lock Haven Express, by August 10, 2024

President Kellerman announced that the job was posted, and the personnel committee hoped to begin the interview process the following week.

## **Street Committee**

Update needed to the Emergency Operations Plan (EOP)

The Assistant Secretary-Treasurer mentioned that the document had not been updated since 2013 and suggested that the committee should meet with Malachi Moyer, the borough's appointed EMA to discuss updating the manual.

## **Fire & Police**

Oversight Committee – nothing to report.

## **Appointments**

President Kellerman asked the visitors if anyone would like to serve on the Sewer Authority or Zoning & Hearing Board – no one responded.

## **Adjournment**

Barry Campbell Jr. made motion to adjourn and Lauren Davidson-Haupt seconded. Approved unanimously. Meeting adjourned at 8:23 p.m.

Submitted by:

Robyn Dyke, Asst. Secretary-Treasurer