

**Milesburg Borough Council Meeting
416 Front Street
December 9, 2024**

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

Mayor Clair Martin, Solicitor Tracey G. Benson, Esq., and Lead Worker Devon Bechdel were also present.

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

Pledge of Allegiance

Visitors [no comments]

President Kellerman moved the special guest speaker up to the beginning of the meeting.

Special Guest (Marcella Hoffman, Transportation Grant Specialist)

Centre County Metropolitan Planning Organization, Long Range Transportation Plan Discussion - Marcella Hoffman announced that a long-range transportation plan was currently in development, set to extend through 2055. As a Transportation Grant Specialist, she played a key role in the Centre County transportation initiative. Last year, a strategic plan was approved, which included a commitment to engage with municipalities every two years to tackle transportation issues and concerns. She presented the council with five prepared questions. The conversation highlighted that the borough's population was insufficient to warrant transportation services from CATA. Participants expressed concerns about speeding on Turnpike Street and the broken sidewalks that hindered accessibility. Additional issues included inadequate parking, rampant speeding in Confers Development, and instances of running stop signs. Heavy traffic was noted near key locations such as the Doughboy statue, Snappy's Market & Grille, the Milesburg Community Center, and the Post Office. Furthermore, excessive parking on both sides of Turnpike Street near Millers Hoagies was mentioned, along with deteriorating roads, flooding, and the absence of bicycle lanes. Outside the borough, there were questions regarding traffic enhancements as Bellefonte continued to grow. Along McCoys Dam, the road leading into Milesburg, faced ongoing issues with stones and debris washing down from the mountains, especially after heavy rainfall or snowmelt.

Approve Meeting Minutes & Pay Bills

Lloyd inquired about the payment to Strouse Electric, Inc. The Secretary-Treasurer explained that they were contracted for an emergency repair of the electrical lines at Pavilion 5. She mentioned that she only received the invoice in mid-November and processed the payment since it was for work done in July. She also indicated that in the future, checks would not be issued for expenses that are not part of regular purchases.

Moved by Ethel Kellerman and seconded by Shirley Martin to approve paying the bills. Approved unanimously.

Moved by Ethel Kellerman and seconded by Lauren Davidson-Haupt to approve the meeting minutes from November 11, 2024. Approved unanimously.

Resolution

- 2024-13 Fixing the tax rate for 2025 – President Kellerman stated that the tax rate would remain unchanged from the previous year, and there would be no tax increase. He then requested a motion to approve the resolution.

Motion made by Lauren Davidson-Haupt and seconded by Barry Campbell, Jr. to approve Resolution 2024-13 Fixing the tax rate for 2025. Approved unanimously.

Budget & Finance

- 2025 Budget – adopt.

President Kellerman asked if there was a motion to adopt the 2025 budget.

Motion made by Kirsty Lloyd and seconded by Shirley Martin to adopt the 2025 Budget.

Solicitor (Tracey G. Benson, Esq.)

Benson shared that he and the Secretary-Treasurer recognized the inadequacies in their previous ARPA report. Last week, he went to the borough to work on refile the report, but they discovered it couldn't be modified and resubmitted at that moment. However, they received confirmation from the Treasury Department that amendments could be made and submitted in the next reporting cycle, set for January to April 30, 2025. Additionally, the Secretary-Treasurer mentioned an upcoming ARPA Zoom meeting on December 10, 2024, which both she and Benson planned to attend for more insights.

Ordinance Enforcement Officer (Constable Ray Reed, Jr.)

Constable Reed, Jr. provided an account of a dog attack that took place on November 14, 2024. He explained that he was alerted by the Secretary-Treasurer after she had discussions with both the victim and a relative. Subsequently, he went to the residence of the dog owner to collect further details, but found no one present. To ensure adherence to proper protocols, he sought advice from a judge he had previously worked with, who suggested reaching out to the dog warden to start an investigation. Following this recommendation, he contacted the State Police to request a delay in charges until the dog warden could complete his investigation.

Davidson-Haupt mentioned that she had a conversation with Robert Beck, the dog warden for Huntingdon County, who has been filling in since the retirement of the previous warden, Tammy Owens. They have identified a replacement who is currently undergoing training, and the name will be communicated to the community once available.

Mayor's Report (Clair Martin)

- No Parking Signs [purchase additional signs for the borough streets]

Mayor Martin highlighted the necessity for more "no parking signs" throughout the borough, mentioning that Devon Bechdel had identified a more affordable supplier and planned to reach out to them. Lloyd raised concerns about the potential costs associated with updating the signs and recommended a reassessment of the no parking ordinance. The mayor responded that such a review would lead to increased expenses, which led Lloyd to propose that the street committee conduct a deeper investigation into the issue. Furthermore, Davidson-Haupt requested the Secretary-Treasurer to get in touch with Marcella Hoffman and include in the earlier transportation discussion the problem of narrow roads that hinder vehicle access when cars are parked on the streets.

Old Business

None

Park Committee

- Chair Report [Lauren Davidson-Haupt]
There was nothing new to share except for the security system.
- Keystone Services and Technologies, LLC – security cameras, hard drive – update

Davidson-Haupt indicated that Keystone Services, LLC arrived to install the new hard drive approved by the council but failed to replace the defective connectors as previously agreed upon last fall. The Secretary-Treasurer noted that Bechdel met with Keystone Services, LLC at the park, and reported that Keystone Services, LLC claimed the connectors were in good condition. Considering the poor communication and challenges in contacting the owner, Davidson-Haupt recommended that the council explore the option of hiring a new security vendor.

New Business

- Solicitor contact [Barry Campbell, Jr.]

Following resignations of staff and council members in 2024, the Borough spent more than budgeted on solicitor fees. Tracey G. Benson, Esq., the borough's solicitor, pointed out that the Borough is his client and that he works with all council members. However, to prevent repetitive inquiries and fees, Council members may decide to contact him indirectly via the President or Secretary as an intermediary, depending on the nature of the inquiry.

Shared Facilities Agreement [Kirsty Lloyd]

Lloyd referred to the joint facilities agreement between the Milesburg Borough and the Milesburg Borough Water Authority. She emphasized that pages 3 and 4 of the agreement stipulated that any costs related to replacement, repair, and maintenance of equipment, tools, and furnishings would be shared equally, irrespective of which party first covered those expenses. The Secretary-Treasurer would generate monthly invoices for such expenses and send them to the water authority.

- Apartment Rental Lease

During the recent council meeting, it was observed that the lease agreement for the borough's apartment rentals specified a rent of \$600 until 2023, after which it increased to \$650. The council deemed this amount insufficient, especially since it covered sewer and water fees. In light of the rising cost of living, the decision was made to increase the rent to \$850 per month, which would still include sewer and water. The Secretary-Treasurer stated she would reach out to the tenant to notify him of the rent hike and, if he decided to stay, she would have the solicitor draft an addendum to the agreement.

- Pete DeLosa Apartment

The Secretary-Treasurer provided details about a building permit acquired in 1994, but there was no mention of establishing a rental unit. Benson pointed out that this matter should be referred to Penns Valley Code.

- Shared F-450 Truck – Water Authority buyout

The Milesburg Borough Water Authority proposed to buy the borough's share of 2009 F-450 truck, with 28,205 miles, for \$10,000. Bechdel mentioned he checked the Kelley Blue Book value and contacted a dealer who confirmed that was a fair price without seeing the truck. It was noted that price also included the plow and salt spreader, as they couldn't be used on any other borough vehicle. Davidson-Haupt raised doubts about the truck's value referencing an email that the borough had initially paid \$31,000, while the water authority contributed \$27,500. Campbell, Jr. assessed the truck's worth at \$20,000, noting that if the borough sold its 53 percent share, it would be valued just over \$10,000. Additionally, Lloyd inquired about the backup plan if one truck failed, and Bechdel confirmed that the borough had a backup.

Motion made by Plummer Davidson and seconded by Shirley to accept the \$10,000 offer from the Milesburg Borough Water Authority. Required a Roll Call Vote: Fred Kellerman answered yes; Ethel Kellerman answered yes; Shirey Martin answered yes; Plummer Davidson answered yes; Lauren Davidson-Haupt answered no; Kirsty Lloyd answered no; Barry Campbell, Jr. answered yes. The motion passed with five votes in favor and two against.

- Liquid Fuels Audit & Findings

The Secretary-Treasurer delivered an update on the audit and explained the allowable applications of the Liquid Fuels funds. She highlighted that while many smaller projects qualified for funding, the auditor recommended focusing on larger projects to streamline the auditing process. Additionally, she mentioned the auditor's inquiry about the variable rate certificate of deposit (CD) and suggested that upon its maturity on April 1, 2025, the funds should be moved back to the Liquid Fuels general account. Benson noted the auditor's comment that all activities would be subject to an audit, prompting him to advocate for the allocation of funds towards larger projects. He also stressed the necessity of keeping in touch with the PennDOT municipal representative regarding Liquid Fuels spending. Bechdel affirmed his familiarity with the contact and expressed his intention to reach out to arrange a meeting with the representative.

QuickBooks online purchase request

The Secretary-Treasurer mentioned her desire to transition from the outdated and unsupported QuickBooks desktop version to the online version, which offered various features beneficial for

record keeping. She sought the council's opinions on the pricing options for acquiring QuickBooks Online. Additionally, she showed interest in implementing online banking, enabling direct import of bank statements into QuickBooks Online for streamlined reconciliation. The council suggested that she select the QuickBooks Online version that most effectively aligned with their needs.

Motion made by Lauren Davidson-Haupt and seconded by Plummer Davidson that the Secretary-Treasurer purchase the QuickBooks Online version that most effectively aligned with their needs.

- Resolution #2024-14 - Records Destruction Authorization

The Secretary-Treasurer highlighted the importance of shredding records eligible for disposal under the Pennsylvania Municipal Records Retention Schedules. She prepared a list of these documents for the council's review, which was included in the resolution for destruction. She stressed the need for effective management of borough records, warning that retaining documents beyond their retention periods could pose legal risks, making it crucial for all records to be available for discovery. Campbell Jr. expressed concerns about destroying invoices related to the borough and water authority's separation and recommended to retain the invoices until proper documentation was established. The resolution was postponed until the Secretary-Treasurer could review the invoices to confirm what the water authority and borough had paid, ensuring all transactions were properly documented.

- Acquire the monthly meeting minutes, financial statements, and annual budgets from the Milesburg Borough Water Authority and the Mid Centre-County Sewer discussion.

The Secretary-Treasurer recommended that the borough obtain copies of meeting minutes, financial statements, and annual budgets from both the Milesburg Borough Water Authority and the Mid Centre County Sewer Authority. Benson emphasized that since the borough was responsible for appointing members to these boards, having a clear understanding of the relevant issues was essential for selecting suitable representatives.

Motion made by Lauren Davidson-Haupt and seconded by Kirsty Lloyd granting the Secretary-Treasurer the authority to issue official letters requesting that the Milesburg Borough Water Authority and Mid-Centre County Sewer Authority provide copies of their monthly meeting minutes, financial statements, and annual budgets to the borough starting in January 2025. Approved unanimously.

- Meeting dates and times for 2025

The council reviewed the 2025 calendar. The meetings of the Milesburg Borough Council will continue to be held on the second Monday of each month at 416 Front Street, beginning at 6:30 pm. The Secretary-Treasurer would publish a legal notice in the Lock Haven Express with the meeting dates, location, and time.

Website Committee

Lloyd will act as chair of the Website Committee and work with CourseVector to develop a template for a mock-up. During the meeting, Lloyd invited public comment toward the borough's website.

Personnel Committee

- Secretary-Treasurer Compensation

To be discussed during the Executive Session at the end of the council meeting.

Street Committee

- Mary Lose property [Devon Bechdel, Lead Worker]

Bechdel confirmed that a temporary cold patch was used to resurface a portion of Lose's driveway after Borough consultant Eger Excavating replaced the high-capacity drain pipe running parallel to the road, downgradient from an inlet located in the driveway. Council considered that the cold patch might setter over time, similar to the sidewalks on Turnpike Street. Therefore, council decided to revisit the condition of the cold patch in spring. Mary Lose was present at the meeting and requested to be notified if her property was discussed in future council sessions.

Fire & Police

- Oversight Committee – Chair [Barry Campbell, Jr.]

Nothing to report.

- Budget 2025 - [Barry Campbell, Jr.]

Campbell Jr. reported that President Jon McClure and Chief Keith Russell from the fire department attended the council meeting on October 14th to propose a 1/3 mill increase. President Kellerman raised concerns regarding the constrained budget, a sentiment echoed by Campbell Jr., noting that the current budget allocated \$26,000 to the fire company, an increase from last year's \$24,000. The proposed new budget line would be \$29,100, which includes an extra \$3,000. Additionally, Campbell Jr. indicated that the council was awaiting confirmation on employee benefits costs, which might necessitate a reallocation of funds.

Motion made by Lauren Davidson and seconded by Kirsty Lloyd to transfer funds from the employee benefits budget to the fire company budget, contingent on the required amount being less than the initial estimate for employee benefits, and to approve the 1/3 mill increase for 2025.

Appointments

- Sewer Authority
- Zoning & Hearing Board

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

9:20 PM

**Executive Session – to discuss personnel matters*

9:33 PM

12-9-2024

Page 7

Council reconvened.

- Secretary-Treasurer Compensation

Council decided not to take any action.

ADJOURNMENT

Motion to adjourn made by Plummer Davidson and seconded by Barry Campbell, Jr. Approved unanimously.

The meeting adjourned at 9:37 p.m.

Submitted by,

Robyn D. Dyke
Secretary-Treasurer