

**Milesburg Borough Council Meeting  
February 10, 2025  
416 Front Street**

Council Members in attendance: Vice President Plummer Davidson, Ethel Kellerman, Shirley Martin, Lauren Davidson-Haupt, Kirsty Lloyd, and Barry Campbell, Jr.

Council President Fred Kellerman was absent from the meeting.

Present at the meeting: Mayor Clair Martin, Solicitor Tracey G. Benson, Esq., and Lead Worker Devon Bechdel.

Vice President Plummer Davidson called the meeting to order at 6:30 p.m.

**PLEDGE OF ALLEGIANCE**

**SPECIAL GUESTS**

- Tony Rider [Ball Field at Park discussion]

Tony Rider, representing the County League Baseball League, proposed improvements to the infield of the baseball field at the Milesburg Community Park, at no cost to the Borough, and requested access to the field.

Motion made by Ethel Kellerman and seconded by Shirley Martin to grant permission for the County League Baseball Team; to make the proposed improvements and utilize the field on Tuesdays, Thursdays, and Sundays from May to August 2025. Approved unanimously.

- Church League [Ball Field use on Monday evenings at Park request]

Dustin McClain, from the Zion Community Church requested permission to use the Milesburg Community Park baseball field on Monday evenings from April to August.

Jacob Weston, who represented the Bald Eagle Little League Softball (BEALLS) explained that they had six teams, playing five days a week from April 14 to mid-June, and would need access to the softball field and baseball field. He also requested two keys and access to the concession stand. The Borough would contact Vernon Monsell to rekey the concession stand, as was motioned and approved unanimously at the September 2024 meeting. BEALLS would be provided with two keys, with a \$5 security deposit for each. The Borough would also drag the infield once the weather allows.

County League Baseball, Zion Community Church, and BEALLS would collaborate to schedule the fields. The mayor also emphasized the importance of adhering to the park's closing hours so that the borough's maintenance employee could secure the park gate without having to wait for parked vehicles.

Motion made by Barry Campbell, Jr. and seconded by Shirley Martin to allow the Zion Church League and BEALLS to use the fields. Approved unanimously.

- Railroad Street Bridge Project Sr. Project Engineer, Jason Shura and Steven Beattie, SEDA-COG Joint Rail Authority [to discuss the project, answer questions and concerns from residents]

Steven Beattie, Executive Director of the Joint Rail Authority, provided an overview of the project's timeline and background. He stated that the project would be funded through multiple sources, including a \$100,000 contribution from the borough. Last year, a contract was awarded to Lycoming Supply to execute the work. Coordination meetings with utilities and the borough were held in January, but the timeline had been revised due to delays in pipe delivery. Equipment was now anticipated to arrive on February 24th, with detours scheduled to commence in the first week of March. Railroad Street would be closed until the end of May. Residents should prepare for considerable noise during the demolition of the railroad bridge, which would occur over a single weekend, with crews working 24 hours per day.

## **VISITORS**

Ruth Barndt acknowledged the excellent snow removal work that the borough employees were doing. Sam Hilliard pointed out that the sidewalk next to the park had not been cleared. The Lead Maintenance employee would add the sidewalk to the snow removal program.

## **APPROVE MINUTES & PAY BILLS**

Campbell, Jr., stated that the general checking account was running low as the Borough awaits incoming revenue. He proposed a temporary transfer of \$20,000 from the general savings account.

Motion made by Campbell, Jr. and seconded by Shirley Martin to transfer \$20,000 from the Milesburg Borough's general savings account to the general checking account. Approved unanimously.

Motion made by Ethel Kellerman and seconded by Shirley Martin to approve the January 13<sup>th</sup> meeting minutes and pay the bills. Approved unanimously.

- Railroad Street Bridge Project approve payment to SEDA-COG

Campbell, Jr., stated that ARPA grant money would be used to pay the Borough's share of the Railroad Street bridge project.

Motion made by Ethel Kellerman and seconded by Shirley Martin to approve the \$100,000 payment made to SEDA-COG Joint Rail Authority for the Railroad Street bridge project using ARPA funds. Approved unanimously.

**SOLICITOR** (Tracey G. Benson, Esq.)

Benson informed the council that he would be away from March 8 to March 24, 2025, and would not be present at the council meeting on March 10, 2025.

**ORDINANCE ENFORCEMENT OFFICER** (Constable Ray Reed, Jr.)

Constable Reed Jr. mentioned that he has not encountered any issues while patrolling the borough over the last month.

**MAYOR'S REPORT** (Clair Martin)

- Ordinance No. 219C – Amending parking violation fee to \$25

The mayor asked about the process for amending an ordinance and recommended increasing the no parking violation fees from \$5 to \$25. Davidson-Haupt questioned whether there would be any costs associated with this amendment. Benson explained that the costs would involve advertising, drafting the amendment, and summarizing the changes. He recommended that the Secretary-Treasurer draft an amendment to Ordinance No. 219-C to increase the parking violation fees to \$50, with a reduced fee of \$25 if paid within 7 days, and proposed a vote during the council meeting on March 10, 2025.

Motion made by Lauren Davidson-Haupt and seconded by Shirley Martin to delegate the Secretary-Treasurer to draft an amendment to Ordinance No. 219C to increase the parking violation fees to \$50, with a reduced fee of \$25 if paid within 7 days, for a vote at the council meeting scheduled for March 10, 2025. Approved unanimously.

**OLD BUSINESS**

- Relocating office spaces will incur no expenses

Vice President Davidson announced that there would be no new construction or expansions to the borough building as requested by an employee of the Water Authority.

Vice President Davidson announced that ongoing disruptions and interferences in borough operations had led to the decision from the water authority board members to take disciplinary actions of personnel. He also confirmed that at the last water authority meeting, the decision was that no new construction or expansions would be made to the current borough building for water authority staff. The goal of this setup is aimed at creating better collaboration between personnel of both the water authority and borough, enhancing productivity.

**PARK COMMITTEE**

- Chair Report [Lauren Davidson-Haupt]

Davidson-Haupt emphasized that the Secretary-Treasurer would reach out to Vernon Monsell, the approved vendor, to arrange for the concession stand locks to be changed and to have 10 keys

made, requiring a \$5.00 security deposit for each key. She also asked about the status of the security cameras and if there were any new problems. Bechdel replied that one camera had a low resolution, which he thought was due to condensation, and he intended to reassess the camera system when the weather improved.

## **NEW BUSINESS**

- Security Cameras: surveillance system at the borough: discussion, enabling access, and monitoring capabilities

In 2021, the Borough and Water Authority entered separately into contracts with Keystone Securities to install surveillance system components at the Borough building. At present, the components were being used in conjunction to create a functional system that allowed recording and remote access. However, Borough employees do not have access to cameras that monitor the fuel tanks and front garage door. Lloyd suggested that the Borough should have access to all cameras monitoring the premises and that the Borough needs to audit which personnel have remote access to the system. The Secretary-Treasurer would contact Keystone Securities to assess the integrity and accessibility of the shared system.

- Annual Audit – approval needed to pay Fiore Fedeli Snyder Carothers, LLP

Motion made by Barry Campbell, Jr. and seconded by Lauren Davidson-Haupt to approve the hiring and paying Fiore Fedelli Snyder Carothers, LLP to conduct the annual audit for the borough.

- Penns Valley Code – should they attend the meetings and provide monthly reports

The mayor inquired whether Penns Valley Code should attend the council meetings or submit a monthly report. The Secretary-Treasurer stated she would reach out to the Penns Valley Code regarding attendance at the monthly council meetings and the submission of monthly reports.

- Fall Yard sale tentative date: October 3<sup>rd</sup> and 4<sup>th</sup>

Motion made by Lauren Davidson-Haupt and seconded by Shirley Martin to approve the fall yard sale dates for October 3<sup>rd</sup> and 4<sup>th</sup>, 2025.

- Riff Raff tentative date: October 11<sup>th</sup>

The Secretary-Treasurer stated that she had secured October 11, 2025, as the Riff Raff date with Newman Hill and just needed the council's approval.

Motion made by Ethel Kellerman and seconded by Lauren Davidson-Haupt to approve October 11, 2025, as the Riff Raff date for the borough through Newman Hill.

## **WEBSITE COMMITTEE**

- Chair Report [Kirsty Lloyd]

Davidson-Haupt stated that she was working on enhanced graphics to replace her original design for the Milesburg Community Park, which would feature diagrams of the pavilions and their features. Once completed, this graphic would be added to the website. Campbell, Jr., noted that the website was now operational, although there were a few issues that needed to be resolved that they are working on. The Secretary-Treasurer confirmed that all ordinances, as well as meeting minutes and agendas from 2022 to the present, were accessible on the website. The next step involved was arranging training for her and the website committee members on how to make updates, enabling them to carry out the necessary modifications.

## **PERSONNEL COMMITTEE**

- Personnel Policy – incorporated previously approved information that was missing

The Secretary-Treasurer mentioned that she recently found some information missing from the annual performance review section of the personnel policy that was approved July 31, 2024. The council discussed the 90-day probation period, annual performance evaluations, and the size of salary increases. Benson requested that the Secretary-Treasurer prepare a resolution to revise the personnel policy to incorporate these updates, which will be addressed and voted on during the council meeting scheduled for March 10, 2025.

The Vice President mentioned that the employees inquired if Black Friday could be treated as a paid holiday.

Motion made by Ethel Kellerman and seconded by Shirley Martin that Black Friday be included as a paid holiday for the full-time employees. Approved unanimously.

- Borough employees pay for recertifications

Vice President Davidson mentioned that the Lead Maintenance worker was licensed and certified to take on roles within the water authority. He proposed that the borough cover the costs for his license renewal and registration for the annual conference of the PA Rural Water Association, where he would be able to fulfill the necessary courses and training to achieve recertification. The goal would be to allow employees to easily transition between borough and water authority tasks, creating a backup plan. This approach would also reduce costs and eliminate the need to hire additional staff. The mayor agreed that having a backup plan was a smart choice. The Secretary-Treasurer noted that since both the borough and water authority share the same worker's compensation policy, there would be no coverage issues for employees. Further discussions about shared employees will occur and be voted on in a future council meeting.

Motion made by Ethel Kellerman and seconded by Shirley Martin to approve the borough to pay for the Lead Maintenance worker's water license and registration for the annual conference of the PA Rural Water Association. Approved unanimously.

## **LEAD MAINTENANCE WORKER (Bechdel)**

- Lions Street retaining wall

Bechdel reported that he was informed about a retaining wall on Lions Street that was beginning to fail. The borough had previously constructed a small retaining wall near a storm drain, but it was not long enough, falling short by 2 feet. This had led to erosion of the roadway and the wall's deterioration. He requested permission from the council to build a form and extend the wall to prevent further road washouts. A worried resident inquired about the location Bechdel mentioned, as her driveway was nearby. Bechdel assured her that the repairs would not impact her driveway or property.

- Other updates

Bechdel noted that during the last council meeting regarding the incomplete Limestone Street project, a \$10,000 grant from the county was discussed. A representative from PennDOT proposed that he and the Secretary-Treasurer draft a letter to the County Commissioner to inquire about the availability of the funds and whether they could be redirected to another project in the borough. The Secretary-Treasurer responded that she had been told by the County Commissioner's office that the funds were no longer available, citing an email from 2021 from the previous Secretary-Treasurer stating that the borough did not want the grant funds. She mentioned that the County Commissioner's office indicated the borough could still seek a new grant this fall.

## **STREET COMMITTEE**

- Chair Report [Plummer Davidson]

Vice President Davidson mentioned that he and Campbell, Jr. had a meeting on January 20th, during which they discussed a stop sign on Church Street. Bechdel verified that there was only one stop sign located near a garage at that intersection. He noted that it was not currently a three-way stop but believed it should be to prevent accidents due to limited visibility.

- Church Street [Stop Signs needed]

Benson stated that if you wish to install stop signs linked to an ordinance, the ordinance must be amended. The Secretary-Treasurer and the Street Committee would review Ordinance No. 348 - Motor Vehicles and Traffic and provide an update at a future council meeting.

- Upgrade street signage

Vice President Davidson announced that the maintenance staff updated the street signs log, which was prepared by the Secretary-Treasurer. This log included the rights-of-way for all streets in Milesburg Borough and was completed in sections. The mayor commented that he believed the new street signs log was very well done.

## **FIRE & POLICE**

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

Campbell, Jr., stated that they received a list of the fundraising events that needed approved due to worker's compensation coverage.

Motion made by Campbell, Jr. and seconded by Shirley Martin to approve the fundraising dates for the Citizens Hook and Ladder Co. No. 1. Approved unanimously.

- Approve the annual payment to the Fire Company [Barry Campbell, Jr.]

Campbell, Jr. stated that the yearly invoice for fire protection, which has already been budgeted, required approval for payment.

Motion made by Lauren Davidson-Haupt and seconded by Shirley Martin to approve the yearly fire protection payment be made to the Citizens Hook and Ladder Fire Co. No. 1. Approved unanimously.

- Approve fundraising events – previously approved above.

### **APPOINTMENTS**

- Sewer Authority [2 open seats]

Motion made by Shirley Martin and seconded by Ethel Kellerman to reinstate Timothy Glenn to serve on the Sewer Authority for a 5-year term. Approved unanimously.

- Zoning & Hearing Board [2 open seats]

No one volunteered.

### **ADJOURNMENT**

Motion made by Kirsty Lloyd and seconded by Barry Campbell, Jr. To adjourn the meeting. Approved unanimously.

\*The meeting adjourned at 8:27 p.m.

Respectively submitted by,

Robyn D. Dyke, Secretary-Treasurer