



**Milesburg Borough Council
Meeting Minutes
February 16, 2026 - 6:30 pm
416 Front Street, Milesburg, PA**

I. Call to Order

The meeting was called to order at 6:30 p.m. by President Campbell, Jr.

II. Pledge of Allegiance

▪ **Roll Call**

Attendance: **President:** Barry Campbell, Jr., **Vice President:** Lesa Weaver (by phone), **Pro-Tempore:** Catlin Horn, **Council Members:** Lauren Davidson-Haupt, Ethel Kellerman, Timothy Glenn, Jared Bressler, **Solicitor:** Michael Levandoski, **Secretary-Treasurer:** Robyn Dyke, **Lead Worker:** Devon Bechdel, **Ordinance Enforcement Officer:** Shannyn Prisk

Absent: **Mayor:** Brooke Christian

A Quorum was established.

III. Public Comment

Questions/Public Inquiries:

Recording a Council meeting is permitted under the Sunshine Act, and the Council's Parliamentary Rules of Order (adopted January 5, 2026) require anyone making an electronic recording to notify the public. It was noted that the Secretary-Treasurer records all Council meetings for the purpose of compiling the minutes. The Milesburg Borough Water Authority's public alert system is not shared with the Borough, nor was the time clock equipment.

BEALLS (Bald Eagle Area Little League Softball) was approved to use the Milesburg Community Park softball field for their 2026 season (April–October). A motion was not required.

*David Bagley, who handled the reservations for the Milesburg Community Center did not have any questions, he just wanted to introduce himself to the Council.

IV. Approval of Meeting Minutes

- January 19, 2026 [Regular Council meeting]

Motion 1: Approve Meeting Minutes

A motion was made by Ethel Kellerman, seconded by Lauren Davidson-Haupt, to approve the meeting minutes from January 19, 2026.

[7 in favor / 0 opposed] – Motion carried.

V. Financial Reports

- Treasurer’s Report

The Secretary-Treasurer confirmed that she submitted the Liquid Fuels Report for last year’s fund use in order for the Borough to receive this year’s allocation from the State.

- Approval of Bills/Invoices

Motion #2 – Approval to Pay Bills

A motion was made by Jared Bressler, seconded by Ethel Kellerman, to approve paying the unpaid bills, in the total amount of **\$3,934.46**.

[7 in favor / 0 opposed] – Motion carried.

- Budget-to-Actual Review

The Secretary-Treasurer stated that she will provide this information at each meeting so Council can see the remaining balance in each budget line item.

VI. Solicitor’s Report

Levandoski reported he received an email on February 6, 2026, from Jeff Stover, Solicitor for Union Township, to confirm that they adopted the amendment proposed by Boggs Township requiring all participating municipalities to review future changes to the Intergovernmental Agreement. Stover, who also serves as Solicitor for Unionville Borough, indicated he expected Unionville Borough to adopt the amendment as well.

He added that the Secretary-Treasurer prepared a resolution for later in the meeting and reviewed the Zoning and Hearing Board terms, noting that all three had expired and two members wish to be reappointed. The terms should be staggered, with one seat renewed each January. One vacancy remains, but the board can still operate with a quorum of two. Alternates may also be appointed if interested individuals come forward.

VII. Mayor's Report

No report was given, as the mayor was not present.

VIII. Ordinance Enforcement Officer

The Ordinance Enforcement Officer had no updates to report.

IX. Old Business

- Crooked House donation request (revisit).

The Secretary-Treasurer announced that she contacted Ben Fehl, owner of the Crooked House, and he stated he could wait, as no work can be done at this time due to the weather.

Motion #3 – Crooked House Donation Request Tabled

A motion was made by Ethel Kellerman, seconded by Lesa Weaver, to table the Crooked House donation request, until the May 18, 2026, meeting.

[7 in favor / 0 opposed] – Motion carried.

X. New Business

New items requiring discussion or action

- Committee Members for 2026

President Campbell, Jr., shared the committee list he prepared and invited any objections or requests for reassignment. No objections were raised.

Motion #4 – 2026 Committee Members

A motion was made by Catlin Horn, seconded by Lauren Davidson Haupt, to approve the list of 2026 Committee Members for the Borough Council.

[7 in favor / 0 opposed] – Motion carried.

- Emergency/Alert System

Council discussed whether to purchase an emergency alert system, noted that the Water Authority's system could not be shared. Visitor Keith Russell

advised that the county offers a free service, **ALERTCentre Emergency Notifications**, that could send targeted alerts for emergencies.

Davidson-Haupt planned to look into this option.

Davidson-Haupt reported that she was researching grants to help fund the architectural plans required for most projects, as well as grants to support sidewalk replacements in the Borough and improvements at the Milesburg Community Park.

Motion #5 – 2026 Grant Applications

A motion was made by Lauren Davidson-Haupt, seconded by Ethel Kellerman, to authorize Davidson-Haupt to apply for GTRP funding for greenways, trails, open space, parks, and community beautification, as well as the Community Development Block Grant to cover the cost of hiring an architectural engineer. **[7 in favor / 0 opposed] – Motion carried.**

- Church League baseball fields inquiry at Milesburg Community Park

The Secretary-Treasurer reported that Zion Community Church requested use of the Milesburg Community Park baseball field on Monday evenings from 5:30–7:30 p.m. (April–August). Council had no objections, provided the church coordinates with the Centre County League.

- Mobile Shredding Event for BEA School District Residents
[sponsored by
Representative Paul Takac’s Office]

President Campbell, Jr., reported that he and Jon McClure met with Representative Paul Takac on February 13, 2026. Rep. Takac expressed interest and wanted to assist with long-delayed Borough projects, and Council members were asked to bring their project wish lists to the next meeting. Rep. Takac’s office was also hosting the upcoming shredding event for BEA residents. The Secretary-Treasurer confirmed that the Milesburg Community Center was available at no charge for the proposed dates.

Motion #6 – 2026 Shredding Event

A motion was made by Lauren Davidson-Haupt, seconded by Timothy Glenn to

allow Representative Paul Takac's Office to coordinate a shredding event for BEA School residents at the Milesburg Community Center preferably on April 21, 2026, or April 20, 2026.

[7 in favor / 0 opposed] – Motion carried.

- Daughenbaugh Funeral Home Crematorium

Levandoski reported that John Daughenbaugh asked Penns Valley Code Enforcement whether a crematorium would be permitted at his funeral home. He was advised it was not allowed in the current zoning district; however, because crematoriums were not addressed in the Borough's zoning ordinance, the matter could be brought before Council as a Conditional Use and would require a formal hearing request. Levandoski added that the ordinance should eventually be amended through a curative amendment, as neither funeral homes nor crematoriums were listed.

Motions, approvals, or assignments

- Webinar Training for Code Enforcement Officer (PSAB)

Prisk, the Ordinance Enforcement Officer, requested permission to attend a PSAB webinar, *Municipal Code Enforcement Tips & Tricks*, on February 26, 2026. The member rate for the Borough would be \$45.00.

Motion #7 – Webinar Training for Ordinance Enforcement Officer

A motion was made by Lauren Davidson-Haupt, seconded by Catlin Horn, to pay the member rate of \$45.00 to the Pennsylvania State Association of Boroughs (PSAB) for Prisk to attend the Webinar – *Municipal Code Enforcement Tips & Tricks* on February 26, 2026.

[7 in favor / 0 opposed] – Motion carried.

- Borough Apartment – leftover flooring

President Campbell, Jr., noted that 30 boxes of vinyl plank flooring remained from the apartment renovation and that the return window had passed, meaning the Borough would receive only store credit. Bechdel confirmed that several boxes were already stored in the attic for future repairs. The Secretary-Treasurer asked to purchase the remaining 30 boxes at the Borough's cost of \$63 per box, totaling \$1,890.

Motion #8 – Secretary-Treasurer Purchase of Leftover Vinyl Plank

Flooring

A motion was made by Ethel Kellerman, seconded by Catlin Horn, to approve the Secretary-Treasurer's purchase of the 30 boxes of leftover vinyl plank flooring from the apartment renovations at the Borough's cost of \$63 per box, totaling \$1,890.

[7 in favor / 0 opposed] - Motion carried.

- Borough Apartment – New Lease

Levandoski reviewed the updated apartment lease with Council to confirm that all requested changes were included.

Motion #9 – Borough Apartment Lease

A motion was made by Lauren Davidson-Haupt, seconded by Ethel Kellerman, to approve the revised lease for the Milesburg Borough apartment at 416A Front Street.

[7 in favor / 0 opposed] - Motion carried.

*Further discussion took place regarding the best methods to advertise the apartment vacancy and the process by which a tenant would be selected.

Motion #10 – Borough Apartment: Advertisement, Tenant Selection, and Lease Authorization

A motion was made by Lauren Davidson-Haupt, seconded by, Jared Bressler for the Secretary-Treasurer to advertise on the Borough's website and to delegate the Building & Zoning Committee Members: Timothy Glenn, Ethel Kellerman, and Lesa Weaver to select the tenant, and to authorize the Chairman, Timothy Glenn to sign the lease authorizing rental of the apartment.

[7 in favor / 0 opposed] - Motion carried.

- MOG Community Day Pavilions Rentals

Vice President Weaver reported that MOG requested to reserve Pavilions 1 through 4 on July 12, 2026, at no cost.

Motion #11 – MOG Pavilion Reservation at No Charge

A motion was made by Ethel Kellerman, seconded by Timothy Glenn, to allow MOG to reserve Pavilions 1, 2, 3, and 4 at the Milesburg Community Park at no cost on July 12, 2026, for their Community Day event.

[7 in favor / 0 opposed] - Motion carried.

- Remove Ramp in Borough Office

President Campbell, Jr., reported that Penns Valley Code recommended to remove the existing ramp and install steps with handrails, and noted the ramp was unsafe and non-compliant. They explained that 20% of renovation costs must be allocated toward accessibility improvements and suggested to add a proper handicap parking sign and restriping the parking space. Bechdel confirmed that he already had the special striping paint from a previous project and estimated that the remaining materials and sign would cost about \$700.

Motion #12 – Removal of Ramp in Borough Office

A motion was made by Lauren Davidson-Haupt, seconded by Jared Bressler, to table the matter until the next meeting on April 20, 2026, to allow additional revenue to come into the Borough and to give Bechdel more time to develop a plan and cost estimate to build the steps, add handrails, purchase a handicap parking sign, and address other related needs.

[7 in favor / 0 opposed] – Motion carried.

- Resolution #2026-3 Zoning & Hearing Board Appointments
Levandoski noted that the Secretary-Treasurer confirmed the last Zoning & Hearing Board appointments occurred in 2019. He explained that Council may appoint individuals to the two- and three-year terms while leaving the one-year term vacant to restore the intended staggered cycle. He also stated that board members must be Borough residents and cannot hold any elected, appointed, or employee positions. Spouses of employees may serve but must recuse themselves if a matter required their testimony.

Motion #13 – Adoption of Resolution #2026-3 Zoning & Hearing Board Appointments

A motion was made by Lauren Davidson-Haupt, seconded by Ethel Kellerman, to adopt Resolution #2026-3, and appoint Frank Kelley to the 3-year term and Virginia Letterman to the 2-year term on the Zoning & Hearing Board. The one-year term would remain vacant until someone wanted to volunteer to be on the board.

[7 in favor / 0 opposed] – Motion carried.

XI. Committees

- Fire & Police: CH&L Oversight Committee report
The Intergovernmental Agreement was referenced earlier under the Solicitor’s report, and there was nothing further to add.

XII. Community Appointments

- Zoning & Hearing Board (2)

There were no volunteers to fill the one-year term.

XIII. Adjournment

Motion #14 - Adjournment

Motion to adjourn made by Lauren Davidson-Haupt, seconded by Timothy Glenn.

[7 in favor / 0 opposed] - Motion carried.

*Meeting Adjourned at 8:10 p.m.

Submitted for the Record by,

Robyn D. Dyke
Milesburg Borough Secretary-Treasurer