

**Milesburg Borough Council Meeting**  
**January 13, 2025**  
416 Front Street

Council Members in Attendance: President Fred Kellerman (participating by phone), Vice President Plummer Davidson, Ethel Kellerman, Shirley Martin, Kirsty Lloyd, and Barry Campbell, Jr.

Council member Lauren Davidson-Haupt 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**

Davidson moved the special guest speaker to the start of the meeting.

**Special Guest** (Tony Rider, Ball Field at Park discussion]

Rider stated he was representing the county league baseball team. He mentioned that they utilized the baseball field and facilities at Milesburg Community Park last year and were seeking permission to do the same this year, inquiring about any necessary requirements. The Secretary-Treasurer mentioned the need for a revised liability insurance policy. Rider conveyed the team's plan to improve the baseball field, pending council approval, and assured they would cover all costs. The council requested him to attend the next meeting to share more details about the enhancement plans.

**VISITORS**

A Front Street resident voiced frustration over a non-functional light pole that had been out for months. The Secretary-Treasurer stated that she had submitted the issue online to West Penn Power but would rather have a phone contact. Jon McClure offered to provide his contact information for the power company in order to assist.

Jeanette Moore voiced concerns about an agenda item on shared facilities between the borough and the water authority. She questioned why the council was not involved in the planning, as it seemed like a significant financial decision that shouldn't be left to employees who lack qualifications, voting rights, or a voice. She asked how this would affect both budgets and if the figures were accessible for public review. She suggested that the borough council and the water authority board should meet to discuss this matter in further detail.

**APPROVE MINUTES & PAY BILLS**

Lloyd inquired about the outstanding bill for Bradco Supply Company related to sign purchases, as the Street Committee were to meet and evaluate the signs to determine if

needed purchased. Bechdel clarified that the signs were for street names that needed to be replaced and had been ordered prior to the discussion on street signs.

Campbell, Jr., expressed concerns regarding charges and late fees for a storm drainpipe that had initially been billed to the Water Authority. The pipe was ordered in October after Davidson, as chair of the Street Committee, had informed council that the Borough was in possession of all needed materials and would only need to hire a contractor to install the new storm pipe. The late fees were waved.

Motion made by Ethel Kellerman and seconded by Shirley Martin to approve December 9, 2024, meeting minutes and pay the bills. Approved unanimously.

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

Benson reported that he needed to meet with the Secretary-Treasurer before March to submit the ARPA grant report, showing the \$100,000 payment to SEDA-COG as the borough's contribution for the Railroad Street bridge replacement.

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

[nothing to report]

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

[nothing to report]

**OLD BUSINESS**

- Borough Apartment – tenant update

The Secretary-Treasurer noted that the tenant was notified of the rent increase and shared that the tenant was uncertain about the duration of his stay in the apartment and intended to keep her informed of any updates.

- QuickBooks Online Update

The Secretary-Treasurer mentioned she was using QuickBooks online and could add a user for viewing purposes. She proposed Barry Campbell, Jr., a budget committee member, as the QuickBooks overseer to check the data and ask questions if necessary. She also pointed out that accessing the budget feature required upgrading, raising the monthly fee to \$99.

Motion made by Shirley Martin and seconded by Kirsty Lloyd to approve Barry Campbell, Jr. as the overseer for QuickBooks. Approved unanimously.

- Resolution #2025-1 Destruction Authorization of Records

Motion made by Shirley Martin and seconded by Ethel Kellerman to approve Resolution #2025-1 Destruction Authorization of Records. Approved unanimously.

- Right to Know Officer [Kirsty Lloyd]

Lloyd mentioned that Tracey G. Benson, Esq. had been acting as the Right to Know Officer temporarily and inquired if the Secretary-Treasurer would assume that role, to which the Secretary-Treasurer consented.

Motion made by Kirsty Lloyd and seconded by Shirley Martin to appoint Robyn Dyke, the Secretary-Treasurer, as the Right to Know Officer and update the Office of Open Records and other relevant areas accordingly. Approved unanimously.

- Railroad Street Bridge Replacement Update

Bechdel announced a meeting on Thursday, January 16th, about the Railroad Street bridge project. All stakeholders and street committee members will discuss the project and review key dates. An update would be provided at the next council meeting.

## **PARK COMMITTEE**

- Chair Report [Lauren Davidson-Haupt]  
[no report]

## **NEW BUSINESS**

- PA State Association of Boroughs – news subscriptions and member update request

The Secretary-Treasurer would update the members and employees list and there was nothing to purchase since the council had already paid their membership dues to the PSAB.

- M&T Bank: credit card application and online banking

The Secretary-Treasurer noted that M&T required the council's approval of online banking to be recorded in the meeting minutes. She also mentioned the need for a credit card since businesses are moving away from invoicing. After contacting M&T Bank, they confirmed that debit cards for business accounts are no longer available and suggested a business credit card instead.

Motion made by Shirley Martin and seconded by Barry Campbell, Jr. to authorize M&T Bank business credit cards for the Secretary-Treasurer and the Lead Maintenance Worker with a limit of \$2500, and to also approve online banking access.

- Initial discussion regarding water authority and the borough concept for shared facilities

The Secretary-Treasurer clarified the origin of the idea, which stemmed from Paula's proposal to seal the door. This would require the borough to relocate their file cabinets from that room, necessitating the construction of platforms to safeguard the documents against possible flooding. No approvals were issued, as this was exclusively a

preliminary discussion intended to update all council members on the ongoing conversations taking place in the office area.

Ordinance No. 348 Repealing the Motor Vehicles and Traffic Ordinance [Lloyd]

Lloyd referenced Ordinance No. 348 and highlighted the necessity for the borough to establish Tow Away Zones before putting up any signage. She noted that the only sanctioned Tow Away Zones were located at the Milesburg Community Park, which received approval during the council meeting on June 10, 2024. Benson noted his role in creating the original traffic ordinance but clarified that Tow Away Zones were not established. He asked the council to provide specifics on the streets they intended to designate as Tow Away Zones, including the side of the street and relevant intersections, to ensure public awareness. The discussion will resume after the Street Committee meets.

Community Yard Sale Dates (May 16 & 17, 2025)

Motion made by Ethel Kellerman and seconded by Shirley Martin to designate Friday, May 16th, and Saturday, May 17th, as the dates for the annual Milesburg Community Yard Sale. Approved unanimously.

**WEBSITE COMMITTEE**

- Chair Report [Kirsty Lloyd]

Lloyd announced that a website mockup had been created, featuring a fully mapped site. They planned to add more content and launch it in a few weeks, along with training on how to update the website. She asked if anyone would like to see something online to email the borough or contact the Secretary-Treasurer.

**PERSONNEL COMMITTEE**

- Constable Ray Reed, Jr. – Employed on a trial basis until December – talk about next steps.

President Kellerman mentioned that his hiring was on a trial basis until the end of December, at which point was to be reviewed. Constable Ray Reed, Jr. requested a rate of \$50 per hour. He mentioned that he supplied his own equipment and covered his own fuel expenses.

Motion made by Shirley Martin and second by Kirsty Lloyd to retain Constable Ray Reed Jr., at a compensation rate of \$50 per hour for a maximum of five hours each month to serve as the ordinance enforcement officer for the borough. Approved unanimously.

**LEAD MAINTENANCE WORKER**

- PennDOT Representative meeting discussion on the Liquid Fuels Fund

Bechdel informed the council about his recent meeting with Matt Kenep, a Municipal Services Specialist at PennDOT, where they discussed the liquid fuels fund. He mentioned possible ways he could help with a project, such as creating a packet for bid preparation and assisting with the submission of the annual reports required by the state. Benson asked if Kenep could offer advice on the suitability of certain expenditures from the liquid fuels account. Bechdel confirmed that he could offer that assistance.

#### Limestone Street 36” pipe installation project – grant money

Bechdel mentioned in his discussion with Matt Kenep that he learned that the borough still had the \$10,000 in grant funds from 2023 intended for the Limestone Street 36” pipe installation project, which did not proceed due to an easement issue with property owners. Kenep suggested that if the borough wanted to repurpose this grant money for a different project, they should write a letter to the County Commission to seek approval.

- Flashing radar speed sign with blue and red lights

Bechdel highlighted issues with speeding on Turnpike Street and proposed using grant funds to purchase two flashing radar speed signs for both directions. Campbell, Jr. expressed interest in the availability of the funds, while the Secretary-Treasurer mentioned she would draft a letter with Bechdel’s assistance to send to the County Commissioner’s office for approval to access the grant funds.

#### Market Street sink hole

Bechdel reported that there was a sinkhole at the intersection of Market and Mill Street, and he was waiting for better weather to make proper repairs. He also mentioned that he was monitoring the sinkhole to ensure it didn’t expand.

- Tree Removal Request, Wetzler property

John Daughenbaugh from Wetzler’s Funeral Home contacted the borough regarding two trees located near the property line. He expressed concerns about their safety, noting that the large trees often shed branches during storms. Bechdel verified that the trees were situated in the borough’s right-of-way on Spring Street. It was uncertain whether Daughenbaugh intended to handle the removal himself or if he wanted the borough to take care of it. Bechdel intended to reach out to him for further details. In the meantime, Davidson proposed a motion to allow the property owner to remove the trees if that was his plan.

Motion made by Barry Campbell, Jr. and seconded by Ethel Kellerman to allow the property owner to remove the trees. Approved unanimously.

- New Holland Tractor

Bechdel reported a fuel problem with the tractor and suspected a stuck injector. He took it to Dotterer Equipment for inspection, and they plan to inform him of the issue before proceeding. Davidson recommended postponing the discussion until they have repair cost estimates, to be addressed in the next meeting.

## **STREET COMMITTEE**

- Chair Report [Plummer Davidson]

Davidson reported that Bechdel and the Street Maintenance employee reassessed the street signs logbook that was created a few years ago.

- New Road Sign inspection list

Bechdel reported there were only minor changes and corrections made, and the list was recreated since it was previously only in paper form. The updated list now details the number and type of signs on each street, along with a total count. Davidson mentioned that the Street Committee will convene to decide which streets should have Tow Away Zones and will report back to the council. Benson also recommended reviewing the violation fee schedule.

## **FIRE & POLICE**

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

Campbell, Jr., mentioned that the relief budget was missed in the last meeting's budget report. This budget was allocated to all volunteer fire companies. Each year the borough received state aid from the Volunteer Firefighter Relief Association, and the borough was required to submit an online report along with proof of receipt and payment to the volunteer fire company.

- Motion made by Campbell, Jr. and seconded by Shirley Martin to pay the fire company the Volunteer Firefighter Relief Association state aid.
- Budget 2025 - [Barry Campbell, Jr.]

Campbell, Jr. stated that during the October 14, 2024, council meeting, he discovered that the budget presented by the President and Fire Chief of Citizens Hook and Ladder Company No. 1 was not adopted by Unionville Borough. Consequently, the borough could not afford the extra amount, so he proposed to compensate the fire company the same as last year.

- Approve Officers, Drivers, and Fire Police list for 2025

Campbell Jr. mentioned that the fire company provided a list of their authorized officers, drivers, and fire police, seeking the council's approval for these lists.

Motion made by Shirley Martin and seconded by Ethel Kellerman to approve the Citizen Hook and Ladder, No. 1 fire company's list of authorized officers, drivers, and fire police. Approved unanimously.

Benson stressed the importance of the council's approval for all non-firefighting events to ensure workers' compensation coverage. He indicated that the fire company should provide a schedule of these events, which needs to be documented in the meeting minutes for any potential workers' compensation claims. Furthermore, the council must approve a list of volunteers engaged in non-firefighting activities to guarantee their coverage. Jon McClure, President of Citizens Hook and Ladder Company No. 1, noted that the insurance company had contacted them directly, and they had already submitted the list of non-firefighting members. Benson asked the Secretary-Treasurer to verify whether the council also needed to approve that list. She mentioned she would contact the insurance company for clarification and, if required, would include it on the agenda for the next meeting.

### **APPOINTMENTS**

- Water Authority [1 open seat]

Motion made by Fred Kellerman and seconded by Barry Campbell, Jr. to appoint Jon McClure for a 5-year term as a member of the Milesburg Borough Water Authority. Approved unanimously.

- Sewer Authority [3 open seats]

Motion made by Fred Kellerman and seconded by Kirsty Lloyd to appoint Cat Horn for a 5-year term as a member of the Milesburg Borough Water Authority. Approved unanimously.

- Zoning & Hearing Board [2 open seats]

The Secretary-Treasurer mentioned that there was one individual interested in joining as a member, but this person also served on the Planning Commission and was uncertain about holding both positions. Benson offered to investigate the matter and update the Secretary-Treasurer, allowing her to inform the individual.

### **ADJOURNMENT**

Ethel Kellerman made a motion to adjourn and Barry Campbell, Jr., seconded. Approved unanimously. The meeting was adjourned at 8:03 p.m.

Respectfully submitted by,

Robyn D. Dyke  
Secretary-Treasurer

