

## Milesburg Borough Council Special Meeting

1-18-2024

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6:30pm

### Working session

**Present:** Peter DeLosa, Samantha Walker, Plummer Davidson, Clair Martin, Ethel Kellerman, Fred Kellerman, Sandy Dieterle

### Meeting Called to Order

### Pledge To the Flag

### Peter DeLosa: Led the Meeting

Rules of Work Session without voting. Purpose is to give council lead time to know and understand what will be brought up and voted on in February Regular Meeting

Mission and Vision Statement: For Council. Ethel and Samantha will put together a version of the statement, to be presented at the February Meeting.

Once accepted a poster will be made to remind us why we are here.

1st Sixteen Days: What's Done.

Banking. Pete and Sandy are on the Bank account.

Manager hired.

Manager's Duties need to be reviewed by everyone and accepted in February.

LuAnn Bruno hired as a temporary Secretary, Bills, Mail, Bank Deposits

We have access to the computer and files. There is a map/list of the drawers' contents, of the 20 plus filing cabinets in the file room.

Last year's books in QuickBooks have been backed up on a thumb drive. Pete has that. The Auditors FFSC are Mike and Len. They backed up the Boroughs QuickBooks, bank accounts and files have all been backed up for 2023. They will complete the Audit for 4-1-2024.

1-15-2024 and 1-31-2024 form for the DCED have all been completed and submitted. 3-15-2024 another form done for Liquid Fuel Money; it has been started.

PSAB Calander submitted by Samantha has due dates for forms on it.

Committees have been established. All dates/times have been decided.

4<sup>th</sup> Quarter Tax reports due the next day. FFSC offered to do all that plus W2's. Paula Hall was very helpful by scanning in all the forms for the auditors.

**Needs Done List:**

Paperwork for Keystone Payroll: Submit to Sandy Dieterle so it can be handed into Missy Eters at Keystone Payroll.

Pete DeLosa and Samantha Walker need to fill out I9 and W4. Fred needs to sign Pete's.

Fred, Ethel, Clair and Plummer are waiting to talk to their bank before giving their information for direct deposit, they had voted to have direct deposit. Keystone Payroll will wait until their banks tell them that Keystone can't scam them and take their money.

Hilliard Easement: **High Priority**. Plummer already talked to them. Needs to be signed by March 1, 2024. Tracey Benson and Plummer Davidson need to go together to get the signature or seize the property. We need to try one more time for a signature. Sam reported that the Hilliard's have asked for additional information including maps, engineers, and attorney. We are not giving them what they asked for. Sandy will try to get a meeting organized with the Hilliard's, Tracey Benson and Plummer Davidson. Sandy will call SEDA COG Steven Beattie, first. As he had sent an email to the Borough that he would be trying to contact the Hilliard's this past week.

Both resolutions will be up for a vote at the Feb.12<sup>th</sup> Meeting.

Resolution 2024-2: Borough authorizes Pete Sandy and Keith to conduct the business of the Borough.

Resolution 2024-3: Employee relates to supervisors; this would change the reporting of employee back to the Manager.

Personnel Committee are Samantha, Fred and Pete: Task: Job description for Secretary and Treasurer. Some Job descriptions are in the computer. Can be looked at and updated if necessary. The manager's description is ok for now. The manager's duties are by ordinance and will need to be redone. The solicitor asked for a job description for the Secretary and Treasurer. Most job descriptions are outdated.

Clair questioned the background check on manager. It was clear.

Cleaning Personnel. Need to hire. Clair will find a cleaner for the office. One time per month \$50. The previously hired cleaner has not shown up. Duties will include Bathroom, trash, vacuum and dust. Would not be alone in the office.

Employee Handbook. PH said there is not one. Rules regulations chain of command, policies, harassment, etc. Samantha said Personnel Rules for the Borough Employees do exist. Pete asked if that manual could be reviewed. We all got it at the previous meeting on the 1-8-2024. Tracey Benson suggested there may be a newer version. This is something the Personnel committee could get together. When someone is hired, they can receive this right away and sign off that they read it.

Reimbursement for things purchased for the benefit of the borough: Training for the Pennsylvania Borough Association. Samantha and Sandy will split days \$125; jump drive \$48; calendar/ledger/planning system for manager \$200 plus; sleeves for the secretary \$?; and background check \$?. All need voted on 2-12-2024.

**List of items:**

Keith's responsibilities: check to see if items should be added or deleted. Samantha will provide job descriptions from other townships and boroughs. Keith has also been talking with other municipalities about jobs. Feedback is welcome. Clair questioned where Keith would go when there was a fire alarm. Keith has been given the option to decide if he needs to be at a job in the present, or if he can complete his work and go to the fire. He is salary, he isn't punching a clock. He is not tasked on time, but he is being tasked on getting the job done. The Manager will be responsible for answering questions about his work and choices.

Think about a list of work/jobs that need done by Keith for the Borough. Like in the past, this was done. The Street Committee would be a big part of this list. Plummer has the town segmented into 3 sections, but also signs are an example.

Committees will bring up the issues, as a group we agree and then Keith will be given a list.

Keith was appointed Emergency Management Coordinator in January; this was discussed as a possible change. Possibly a person from the community. We need to get the word out to the public, fire company, etc. There are meetings to attend. Fred reported it is a volunteer position, meet once a month. Police, Fire or EMT would be perfect. Greg is assigned the task of asking at the oversight committee for the fire company. Sandy will inform Greg before the February meeting.

Reconciling Bank Accounts. Keith and LuAnn will be asked, and Keith taught, and we understand it will take a while.

Emails -Tracey and Pete..... plan to find a way to communicate notifications. Ex Meetings /vital business needs. A possible form for permission to send to your email, and that would be your official notice. Need a form developed for each council member to fill out and put it on your email and sign that you understand this is notification that this is official notice. This would be a "Do Not Reply" email. If Microsoft 365 email is used by sender, then it can be seen if someone read it. Ethel volunteered to write up the form.

Pete thanked everyone for all their hard work.

Email part 2 Same Email system but with DO NOT REPLY the email is just to give you information you will need for next Boro meeting. Statement of facts.

Pete expressed the desire for the Council to understand all items before a meeting that need to be discussed and or voted on. Pete expressed the desire for the packets to be ready a week before the meeting, giving the council time to review.

Samantha requested the possibility of a work session over the next few months to keep Council abreast of To-Do's and preparation for future Council meetings.

February was agreed upon for another work session 2-21-2024. 6:30 pm.

Keith will build the agenda. Agenda items should be sent into Pete and Sandy who will approve the final agenda.

AOL is still the email, but we are also paying for Microsoft 365, and hope to change.

Email can be sent out regarding packets being ready 4 days prior to meetings if the email's proposal is approved. Packets will be in the mailboxes at the office.

**5-minute break**

Kirsty Lloyd, a visitor, asked to take pictures of the new layout of the tables.

Mrs. Weaver, a visitor, stated Missy Eppers and her company are both bonded.

Re-cap of new email plan, if any council have a question or concern regarding any of Pete's ideas or plans, please go to him and talk to him.

Kirsty Lloyd complained and said the snow pile was by a mailbox, in her cul-de-sac.

Keith first job is to clear drains if he can find them.

Snow plowing... Ordinance states with 2-3 inches need to move cars, written warning, then fine, then tow, Keith Rupert is part time, will check with him.

Ethel? How long are we collecting names from the public to be on Committees? Have 4 names so far. Ethel said by February 1<sup>st</sup>. She will continue to take names. If more come in, they will be accepted. All forms have been received by Ethel and will be held in Borough files. Possible to have more than one person from the public on committees. Sewer and Zoning have open seats and may need replacements.

Fred reported. Chuck Weidow, a tenant, wants the parking lot plowed by the Boro. We can have Keith plow, or the snowplow contractor can.

Express Professionals: Description of services, contract to look at. Presented by Pete and described by Samantha. Temporary Workers. Possibly a good resource for extra street /seasonal workers or clerical. Something to think about. Owner: Amy will be presenting at the February Meeting to tell us about Express Professionals.

Possible use of Express for Clerical and street help. Samantha questioned if this is the only way to hire? Pete said it is only an option. Samantha said there are people who want to know if the borough is hiring. Applications are being taken by the Boro. Right now, we just don't know exactly what we need.

Profit and Loss Paper. Business guide as to whether you are making or losing money. Shows Total Revenue, increase of 177,000 51% 29.5 % property every dime spent should be on this report . Reports from the past were single line items and not a breakdown of everything. Should the council have a report on all the money that comes in or goes out, or continue with reports as in the past? Please think about this information for each month.

January report for the Feb meeting. QuickBooks can produce these papers and reports.

QuickBooks will no longer support QuickBooks Desktop as of May 1, 2024. Pete is suggesting the council look at QuickBooks online and bring it up at the February Meeting.

***Pete: everything talked about will tie back to the Mission and Vision statement.***

Lock Change on filing cabinets: the Borough and Water Authority are 2 separate entities. And should each have their own locks. The Borough has no reason to be in the water files and they should be protected, as the Borough should theirs.

Door Locks: Keypad entry: Samantha has information on options.

We need a computer that is exclusively the Borough.

Electronic Banking: Online Banking would like to have it set up for the Borough. This is a free service.

Electronic Banking: Reads Checks and deposits it. No need to go to the bank. You're not paying a person to go to the bank, in their personal car, so you pay for their gas, and the office is closed. The Machine/service is \$80 a month. MT will give up the 800-dollar machine to do the check. Info has been sent to Tracey to review. Also checking into a bank credit card.

QuickBooks is being held up because we don't have a Credit card.

Bonding will be finished by Keith when he starts.

Obtained old quotes from Nick for traffic signal, looks like something we may need. Maybe for the March Meeting. Asking Keith to see if there are other vendors, prices etc.

Grants: There are timetables. Need a Volunteer to research grants. Pete knows a person who will write the grant, if we find the grants. Maybe a resolution can be written to try for Grants without permission, which takes more time.

Who can research grants and see what's available. Samantha said she was intrigued and would be looking.

Zoom/Website.... Everything that the Borough does can be on the Milesburg website. Ex: Park Reservations, Reserve and Pay online, all ordinances, minutes, welcome to neighborhood notices, outside organizations, community events. Etc..... Samantha checking into providers, also made a form for feedback from the community about what they would like to see on the website. These are just thoughts for now.

Pete suggested Term Limits for councilmen.... just a thought. Training / teaching people to take our place, know what we do. It forces the system to have people to want to be part of the Borough.

The website is not up and running, yet. Maybe March.

Adjourned 9:30pm

Minutes by: \_\_\_\_\_

Keith Russell Manager/Sec.-Treas.