

Milesburg Borough Council Meeting
416 Front Street
July 8, 2024

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

The Borough Solicitor, Tracey Benson, Esquire, and Mayor Clair Martin were also present.

The Code Enforcement Officer, Keith Rupert, was not present.

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

Visitor comments – Cat Holt mentioned that despite the removal of the Callery Pear Trees, their roots remain in the soil. New sprouts from the roots are growing next to the foundation of her home, and she was unable to remove them. She also expressed concerns about potential damage to the foundation of her house. President Kellerman assured her that he would investigate and determine whether the Milesburg Borough or the Milesburg Water Authority was responsible for addressing this issue and that it may be necessary to hire a contractor.

Frank Kelley brought up concerns about the roughness of the railroad crossing and its impact on cars and inquired about potential solutions. President Kellerman stated that he would investigate this issue and determine the appropriate contact for reporting the information.

Marion Reed remarked on the pleasant appearance of the park following the completion of the Freedom Life Church community day project. Additionally, she noted the well-maintained grass.

Approve Minutes & Pay Bills

Lloyd mentioned the issue of the meeting minutes not being distributed in advance for the council members to review and approve. She explained that without having had the chance to go over the meeting minutes beforehand, she was not comfortable giving her approval at this meeting. The meeting minutes in question are those for June 10th, June 19th, and June 27th, 2024. The Assistant Secretary-Treasurer responded that minutes will be distributed after a draft is completed, in advance of the meeting.

Motion made by Davidson-Haupt and seconded by Lloyd to table the approval of the meeting minutes for June 10th, June 19th, and June 27th, 2024, until the August meeting.

Motion made by Ethel Kellerman and seconded by Barry Campbell, Jr. to approve paying the bills. Approved unanimously.

Code Enforcement Officer

President Kellerman stated that the Code Enforcement Officer, Keith Rupert, resigned via telephone. However, the resignation would not be finalized until he receives an official letter.

Solicitor

Benson indicated that there is a Zoom meeting set for Wednesday afternoon, July 10th, with Robyn Dyke (Assistant Secretary-Treasurer) and Jamie Schrawder, Community Development Program Manager at SEDA-COG. The meeting aims to talk about potential uses for the money allocated under the American Rescue Plan Act (ARPA), particularly concentrating on the Railroad Street Bridge Project. The original amount was \$100,000, and now it stands at \$112,000. If possible, Benson intends to prepare a resolution detailing the planned allocation of these funds to present at the August meeting.

President Kellerman stated that council members should not reach out directly to the Borough Solicitor, Tracey Benson. Instead, he instructed them to go through the president or assistant secretary-treasurer. In case of urgent questions that cannot wait until the next meeting, council members were advised to contact the president and/or assistant secretary-treasurer, who would then communicate with Benson on their behalf.

Mayor's Report

Mayor Martin addressed the ongoing issue of vandalism at the Milesburg Community Park, mentioning his nightly visits to address the problem personally. He noted that out of the five cameras installed, only one was functioning properly. Despite this setback, Mayor Martin stated that he had successfully identified the five individuals involved in the vandalism and was currently working in conjunction with the State Police to address the situation.

The Assistant Secretary-Treasurer stated that she would contact Keystone Securities regarding the malfunctioning cameras they installed. Davidson-Haupt inquired about the borough's contract with Keystone Securities, the age of their cameras, and the warranty details. The Assistant Secretary-Treasurer would investigate and provide an update at the August meeting. Mayor Martin emphasized the importance of reporting any vandalism at the park to the State Police promptly for incident documentation.

OLD BUSINESS

Nothing to report.

Park Committee

Nothing to report.

NEW BUSINESS

Mary Lose, residing at 400 Dell Street, Milesburg, PA - Lloyd mentioned that Mary Lose had previously approached the council multiple times, to address the issue of flooding in her driveway that had entered her home during heavy rainstorms. The Borough had formerly replaced a drain located in her driveway and hired a contractor to repave her driveway, resulting in water ponding in her driveway. The Borough's efforts to direct stormflow into an upper drain by installing a curb in 2022 were ineffective to prevent ponding. Lloyd observed this firsthand during a recent storm with heavy rainfall, noting that a significant amount of water was still bypassing the curb even though water was still going into the upper drain, in which that would indicate there was an issue with the drain.

The council decided to reach out to an engineer for assistance and suggested Herbert, Rowland & Grubic, Inc. (HRG). The Assistant Secretary-Treasurer would contact them to arrange a visit to assess Mary Lose's property and would update the Street Committee on the scheduled time for their visit.

Motion made by Kirsty Lloyd and seconded by Barry Campbell, Jr. to have the Assistant Secretary-Treasurer contact Herbert, Rowland & Grubic, Inc. (HRG) to schedule a time to access Mary Lose's property in hopes of proposing a solution. Approved unanimously.

Bellefonte EMS funding request

S. Scott Rhoat, Executive Director/Chief of Bellefonte Emergency Medical Services, mentioned that their organization serves as the primary ambulance service for the borough. He provided summary reports covering the past 6 months to illustrate the services they offer and the financial support they require. The Assistant Secretary pointed out that the borough receives annual funding requests and printed documentation on what has been given in the past, and this year they received a request for \$7,275.

Borough building, purchase of new computer

Davidson-Haupt expressed concern regarding the unavailability of a computer for the council's use in the borough building. She was informed that she was not permitted to use the computer in the office. In response, the Assistant Secretary-Treasurer explained that the computer in question was partially owned by the water authority and contained sensitive information, making it unavailable for others to use. When Lloyd inquired about the backup of the important and secure information on the computer, the Assistant Secretary-Treasurer confirmed that the computer was backed up weekly and stored on a flash drive in a locked fireproof cabinet.

The borough decided to purchase an additional computer for the borough building, to be situated in the meeting room area, for the exclusive use of council members. They reached an

agreement to allocate \$1,200 for the procurement of a computer, monitor, printer, and Microsoft software package. Davidson-Haupt mentioned that she would investigate and provide feedback on the preferred computer, monitor, and printer for purchase. Additionally, she assured the council that she would manage the installation of the Microsoft software package and set up the computer, eliminating the need for the borough to hire someone.

Motion made by Lauren Davidson-Haupt and seconded by Kirsty Lloyd to approve the amount of \$1,200 for purchasing a new computer, monitor, printer, and Microsoft software package to be used exclusively for the council members. Approved unanimously.

Payroll taxes, PSAB (Pennsylvania State Association of Boroughs)

Following up on the Council's discussion about how to handle payroll, Lloyd distributed the 2024 Payroll Tax Rates form and suggested the Borough may be able to calculate payroll taxes internally. At the June 19th meeting, a motion was made to end the current contract with Keystone Payroll and approve hiring Fiore Fedeli Snyder Carothers, LLP for managing payroll taxes, with the Borough issuing paper checks internally. Due to misinformation regarding the monthly cost of contracting Keystone Payroll and length between pay periods, Lloyd expressed the desire to review the decision after the errors had been addressed. President Kellerman confirmed that this information would be presented at the August meeting.

Personnel Committee

Update – President Kellerman announced a work session was scheduled for June 11th at 6:30 p.m., to address the personnel policy and job descriptions. This work session would involve reviewing the edits from the personnel committee and gathering input from other council members. Lloyd stated that she would not be present at the meeting as she had already submitted edits electronically, which had already been reviewed by Benson, with his feedback provided to the council via email. Lloyd also gave a draft copy of position descriptions to the assistant secretary-treasurer for Council's consideration at the work session.

Oversight Committee

Campbell, Jr. – stated that there was nothing to report.

APPOINTMENTS

Emergency Management Agency appointment - Campbell, Jr. nominated, Malachi Moyer, to fill the role as Emergency Management Agency coordinator.

Motion made by Barry Campbell, Jr. and seconded by Shirley Martin to appoint Malachi Moyer as the Emergency Management Agency coordinator. Approved unanimously.

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

Adjournment

The motion to adjourn was made by Ethel Kellerman and seconded by Plummer Davidson.
Approved unanimously. The meeting ended at 8:12 p.m.

Submitted by:

Robyn D. Dyke
Assistant Secretary-Treasurer