

Milesburg Borough Council Meeting
416 Front Street
March 10, 2025

Council Members Present: Plummer Davidson, Shirley Martin, Barry Campbell, Jr., and Lauren Davidson-Haupt.

Mayor Clair Martin and Lead Maintenance Worker Devon Bechdel were both present.

Council Members not present: Fred Kellerman, Kirsty Lloyd, and Ethel Kellerman.

Tracey Benson, the Solicitor, and Constable Ray Reed, Jr., the Ordinance Enforcement Officer were not present.

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

Pledge of Allegiance

Davidson stated that the purpose of the Executive Session on March 5, 2025, was to discuss litigation matters.

Visitors

Ruth Barndt inquired about the duration of Sharon Yangula's term as the tax collector and whether the borough intended to look for a new tax collector.

Micheala Bressler introduced herself at the meeting and declared her candidacy for Mayor of the Milesburg Borough.

Approve Minutes & Pay Bills

Motion made by Lauren Davidson-Haupt and seconded by Shirley Martin to approve February 10, 2025, meeting minutes and pay the bills. Approved unanimously.

Secretary's Report

Discussion regarding the expiration of CD's and whether to renew them or transfer the funds into an account with higher interest rates. Campbell, Jr., proposed temporarily relocating the funds to a checking account until the Secretary-Treasurer could consult with M&T Bank. Meanwhile, Davidson-Haupt recommended to transfer the funds into a money market savings account because they tend to draw a higher interest rate.

Motion made by Lauren Davidson-Haupt and seconded by Shirley Martin to allow the Secretary-Treasurer to transfer the funds from the M&T Bank Savings Account CD and the Liquid Fuels

Account CD into a money market savings account, as it would draw a higher interest rate.
Approved unanimously.

Secretary's Report:

- ❖ Confirmed she had her notary license, and her commission would expire on January 22, 2029.
- ❖ The Milesburg Borough received \$10,000 from the Milesburg Borough Water Authority to purchase the jointly owned 2009 F-450 truck that was voted on at December 9, 2024, council meeting.
- ❖ Confirmed that the March rent for the apartment had been received. The family may require additional time and was willing to pay the rent for the next month if necessary.
- ❖ The comprehensive audit had been postponed until she could reconcile the 2024 financial records; the auditor needed to exclude previous years that were never reconciled in order to allow her to complete the 2024 reconciliation.
- ❖ American Rescue Plan Act (ARPA) - the funds obtained by the borough would be allocated for the Railroad Street bridge project and would be directed to SEDA-COG. The funds would be disbursed once the final project report was submitted, which she planned to complete in April.

Solicitor (Tracey G. Benson, Esq.)

Absent; no report.

Ordinance Enforcement Officer (Constable Ray Reed, Jr.)

Absent, no report.

Mayor's Report

- Motor Vehicles and Traffic Ordinance No. 348

*Policy to support the purchase of updated tickets.

- Prohibiting Nuisances, Providing Penalties for Violation Ordinance No. 360

*Policy to support the purchase of updated tickets.

- Parking and Non-Moving Violation Tickets [request approval to order]

A discussion took place regarding the need to purchase new tickets because the existing ones were expired and no longer valid. The new tickets would not indicate any specific ordinances that might be violated, leaving that section blank to maintain their validity.

Motion made by Shirley Martin and seconded by Barry Campbell, Jr., to approve ordering 500 each for Parking and Non-Moving Violation tickets from BFMC, LLC. Approved unanimously.

Old Business

- Lead Maintenance worker's water license and conference registration fee paid by the Milesburg Water Authority

The Secretary-Treasurer confirmed that she received the check from the Milesburg Borough Water Authority for reimbursement of the Lead Maintenance Worker's water license renewal and conference registration fee.

- Penns Valley Code [attending meetings/monthly reports update]

The Secretary-Treasurer was asked to investigate potential zoning enforcement companies and invite representatives from Penns Valley Code to the next council meeting to discuss the possibility of renegotiating their contract.

Motion made by Lauren Davidson-Haupt and seconded by Shirley Martin for the Secretary-Treasurer to investigate potential zoning enforcement companies and invite representatives from Penns Valley Code to the next council meeting to discuss the possibility of renegotiating their contract. Approved unanimously.

Park Committee

- Chair Report [Lauren Davidson-Haupt]

Davidson-Haupt mentioned that she revised the acknowledgment and release forms, as well as the rules and regulations, for renting pavilions at Milesburg Community Park.

- Mulch [adding mulch to the playground]

Davidson-Haupt asked if the money that was donated by the Milesburg Lions Club could be used to repair pavilions #1 and #5 and to purchase mulch for the playground.

Motion made by Lauren Davidson-Haupt and seconded by Shirley Martin to use the donated funds from the Milesburg Lions Club and American Legion Mumper Shawley Post to repair pavilions #1 and 5 and purchase mulch for the playground. Approved unanimously.

There was a conversation about the removal of the two metal sliding boards at the playground due to safety concerns.

Motion made by Lauren Davidson-Haupt and seconded by Barry Campbell, Jr. to remove the two metal sliding boards at the playground due to safety concerns. Approved unanimously.

- Weeding and Spraying

Bechdel was asked to submit cost estimates for weeding and spraying the playground in the park, which would be discussed at the next council meeting.

- Gable Ends needed for Pavilion #1 and #5 [Bechdel]

Bechdel indicated that the gable ends of Pavilion #1 and Pavilion #5 required replacement.

- Ordinance Enforcement Officer [access to the park cameras]

Davidson-Haupt inquired whether the Ordinance Enforcement Officer should receive keys to the Milesburg Community Park to monitor the surveillance system and address other necessary issues.

Motion made by Lauren-Davidson-Haupt and seconded Barry Campbell, Jr., to give the Ordinance Enforcement Officer keys to the Milesburg Community Park to monitor the surveillance system and address other necessary issues. Approved unanimously.

New Business

- Resolution 2025-2 Sharing of Employees with Milesburg Borough Water Authority.

Campbell, Jr., addressed the resolution for sharing employees between the borough and the water authority. This arrangement would eliminate the necessity of hiring an extra employee, resulting in cost savings for both organizations. It would specifically apply to maintenance staff, excluding office personnel. Employees from the borough would receive reimbursement from the water authority, and the same would apply in reverse.

Motion made by Barry Campbell Jr., and seconded by Shirley Martin to adopt Resolution 2025-2 Sharing of Employees with Milesburg Borough Water Authority. Approved unanimously.

- Shared Lease Agreement with Milesburg Water Authority. [The water authority should cover half the costs of shared utilities and services; this needs to be revised.]

Campbell, Jr. noted that the updated lease agreement in 2023 did not include the provision for the Milesburg Borough Water Authority to contribute to the costs of utilities and services, focusing solely on the annual rental fee. Furthermore, there were talks about the possibility of renewing the lease annually rather than sticking with the current 20-year contract. Davidson-Haupt proposed that the lease be renewed annually during the October council meeting to allow the budget committee to evaluate the need for a rent increase.

Motion made by Lauren Davidson-Haupt and seconded by Shirley Martin to revise the lease agreement to incorporate the shared expenses for utilities and services with the Milesburg Borough Water Authority. Additionally, specify that the lease commenced in April and ended on

December 31st, with annual renewals taking place during the October Council meeting to enable the budget committee to evaluate the need for a rent increase.

- Spring 2025 Newsletter

Davidson-Haupt indicated that she planned to reach out to Lloyd following the meeting to check if she had started on the newsletter or if the Secretary-Treasurer needed to consider developing a newsletter with the PowerPoint templates suggested the previous fall.

- Liquid Fuels [audit and state funds]

The Liquid Fuels report was finalized, and the borough had been granted approval for state funding. The audit report for Liquid Fuels was received and distributed to the council before the meeting; and no further discussion took place.

Website Committee

- Chair Report [Kirsty Lloyd]

Davidson-Haupt and the Secretary-Treasurer underwent training to upload content to the new borough website. This training session would be recorded, and tutorials created and shared with the Website Committee members for future reference.

Personnel Committee

- Personnel Policy [discuss annual performance reviews and raises]
- 90-Day Probation Period [discuss raises]

It was suggested to hold a joint work session with the Milesburg Borough Water Authority that would involve two representatives from each organization, to create a unified personnel policy, as they would be sharing employees.

Motion made by Barry Campbell, Jr., and seconded by Shirley Martin to hold a joint work session with the Milesburg Borough Water Authority that would involve two representatives from each organization, to create a unified personnel policy, as they would be sharing employees. Approved unanimously.

Lead Maintenance Worker

- Brush pick-up [begins last Monday in April]

Brush pick-up would begin on the last Monday in April and would take place on the last Monday of each month thereafter.

- Dumpster [discuss renting for borough garbage]

The issue was deferred to the following council meeting, to allow the Secretary-Treasurer to consult with Newman Hill regarding the possibility of obtaining credit for the annual trash payment that had already been made, should a dumpster be purchased instead.

Authorization to dispose of unused keys

Bechdel reported that they found numerous unused keys that did not correspond to any borough-owned items and asked if they could be disposed of.

Motion made by Shirley Martin and seconded by Lauren Davidson-Haupt to dispose of unused keys that did not correspond to any borough-owned items. Approved unanimously.

Street Committee

- Chair Report [Plummer Davidson]

Davidson requested Bechel to compile a list of projects that would require completion this spring, enabling the committee to prioritize the necessary actions.

Fire & Police

- Oversight Committee – Chair (Barry Campbell, Jr.)

Campbell, Jr., mentioned that back in 2016, the borough required the fire company to deposit funds to secure a loan for leasing the truck from the borough. Since that time, the amount had grown, and he asked for the funds to be applied toward settling their final loan payment.

Motion made by Campbell, Jr., and seconded by Shirley Martin to allow the Citizens Hook and Ladder Company No. 1 to utilize the funds that had been deposited at the time the loan was obtained, along with the accrued interest, to settle their final loan payment. Approved unanimously.

Appointments

Motion made by Shirley Martin and seconded by Lauren Davidson-Haupt to reappoint George Holt to serve on the Sewer Authority for a 5-year term.

Motion made by Barry Campbell, Jr., and seconded by Shirley Martin to adjourn. Approved unanimously. Meeting adjourned at 8:00 pm.

Submitted by,

Robyn D. Dyke, Secretary-Treasurer