

**Milesburg Borough Council Meeting  
416 Front Street  
November 10, 2025**

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

**Also Present:** Clair Martin, Mayor; Michael Levandoski, Esq.; Devon Bechdel, Lead Worker; and Shannyn Prisk, Ordinance Enforcement Officer

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

**PLEDGE OF ALLEGIANCE**

**VISITORS**

Scot McAffe reported he received a warning under Ordinance #360 for high grass and weeds. He explained that two of his lots are wetlands within the flood plain and cannot always be mowed. Davidson, Haupt, and Prisk planned a site visit to his property. Council deferred action pending the inspection.

Gary Heverly reported ongoing dirt bike nuisance and asked if Ordinance #360 would be enforced.

**APPROVE MINUTES & PAY BILLS**

Motion made by Ethel Kellerman and seconded by Shirley Martin to approve the meeting minutes from October 13, 2025, and pay the bills.

*Roll call vote: Ethel Kellerman [Yes]; Shirley Martin [Yes]; Lauren Davidson-Haupt [Yes]; Kirsty Llyod [No], Barry Campbell, Jr. [Yes]; Plummer Davidson [Yes], Fred Kellerman [Yes]. Result: 6-1 in favor; motion approved.*

**SOLICITOR** [Michael Levandoski]

- Clarification of Council Communication with the Borough Solicitor

Levandoski researched quiet time regulations in anticipation of potentially specifying quiet hours in Ordinance #360. His review highlighted three different municipal approaches: State College Borough enforced clear

construction hours of 7 am to 7 pm on weekdays and 9 am to 7 pm on weekends; Bellefonte Borough identified disturbances such as ATVs and animals but did not establish fixed quiet hours; and Millheim Borough lacked specific quiet hours and instead depended on general nuisance regulations.

Levandoski noted that unpaid fines required evidence like photos, videos, or witness statements before submission to the District Magistrate. He also proposed to address dogs running at large through an amendment to Ordinance 360 or a new ordinance.

All matters were tabled for review by the incoming council in January.

Levandoski concluded by noting that a candidate winning dual election terms resulted in a vacancy, which the incoming council would be responsible for filling in January.

### **ORDINANCE ENFORCEMENT OFFICER [Shannyn Prisk]**

No additional comments, their concerns were already addressed under the Solicitor's section.

### **MAYOR'S REPORT [Clair Martin]**

No additional comments, their concerns were already addressed under the Solicitor's section.

### **OLD BUSINESS**

- Council Member Kirsty Lloyd [Resignation Withdrawn (October 14, 2025)]

Vice President Davidson reported that Council Member Kirsty Lloyd's resignation was withdrawn on October 14, 2025.

- Ordinance Enforcement Officer [revisit extending monthly hours, etc.]

Council discussed compensating Prisk for extra hours worked to complete needed trainings and certifications. Campbell, Jr., requested more time to review the budget, having just received Prisk's hours report, the matter was tabled for a future meeting.

Ordinance #280 [further discussion on keeping chickens in the borough]

The Solicitor reviewed Ordinance #280 on keeping livestock and asked the council whether they wanted to specify what qualified as livestock. Vice President Davidson then questioned if the council should enforce the ordinance as currently written until the new council takes it up in January.

Motion made by Ethel Kellerman and seconded by Kirsty Lloyd to enforce Ordinance #280 as it was written.

*Roll call vote: Ethel Kellerman [Yes]; Shirley Martin [Yes]; Lauren Davidson-Haupt [Yes]; Kirsty Llyod Yes], Barry Campbell, Jr. [No]; Plummer Davidson [Yes], Fred Kellerman [Yes]. Result: 6-1 in favor; motion approved.*

- Ordinance #360 Prohibiting Nuisances [continued discussion on establishing borough quiet hours]

This item was already addressed under the Solicitor's section, and no further action was taken.

- Magistrate Enforcement Process [submission of unresolved ordinance violations]

Levandoski stated that Prisk must complete ORI, CGIS setup, training, and testing before filing citations.

- IRS Penalties [2023 employee filing]

The Borough was fined **\$3,237.29** for insufficient federal tax withholdings back in 2023 on shared employees with the Milesburg Borough Water Authority. The auditor recovered **\$902** from the IRS, that left a balance of **\$2,335.48**, split evenly at **\$1,167.74** each. Since the Borough had already paid the fine in full, reimbursement was pending approval by the Water Authority at its next meeting on November 17, 2025.

## **NEW BUSINESS [Action Items]**

- Medical Benefits for full-time employees (**Motion**)

Campbell, Jr., reported health insurance costs were expected to rise by **\$15,000** annually. After meeting with Jon McClure of the Milesburg Borough Water Authority Board and an insurance representative, they informed full-time employees that, to cut costs, the Borough and Water Authority would no longer cover deductibles, leaving employees responsible.

Motion made by Lauren Davidson-Haupt and seconded by Shirley, to adopt the new Gold PPO health care plan, making employees responsible for paying their deductibles. Approved unanimously.

- Employee Yearly Evaluation [form] **(Motion)**

Campbell, Jr. reported that the Personnel Committee met with full-time employees Devon Bechdel (Lead Worker) and Chad Bechdel (Street Maintenance), he noted they managed increased responsibilities professionally. The committee proposed raises of **\$0.50/hour** for Devon and **\$1.00/hour** for Chad, the latter fulfilling a previously unapproved promise of a \$1.00/hour increase after probation.

Motion made by Ethel Kellerman, seconded by Shirley Martin, to approve raises for Borough employees Devon Bechdel at **\$0.50** per hour and Chad Bechdel at **\$1.00** per hour, effective with the first pay period in January. Approved unanimously.

- Budget, 2026 [changes made, revisit] **(Motion)**

Motion made by Kirsty Lloyd and seconded by Lauren Davidson-Haupt to approve the draft of the 2026 Operating budget for the borough. Approved unanimously.

- Milesburg Museum & Historical Society [sponsorship request] (Motion)

The Secretary-Treasurer reported she received a letter from Don Peters (October 21, 2025) requesting council sponsorship to continue community activities. She noted the current budget already included a \$500 allocation for the Milesburg Museum & Historical Society.

Motion made by Ethel Kellerman, seconded by Barry Campbell, Jr., to approve donation of **\$500** to the Milesburg Museum & Historical Society in order to help them continue community activities. Approved unanimously.

- Milesburg Museum & Historical Society [Home for the Holidays, Market Street Closure request] (Motion)

Motion made by Barry Campbell, Jr., and seconded by Shirley Martin to approve the closure of Market Street for the duration of the Home for the Holidays event on Saturday November 29, 2025. Approved unanimously.

- Penns Valley Code Renewal Agreement Letter & Fee Schedule (Motion)

Motion made by Fred Kellerman and seconded by Shirley Martin to approve to renew the agreement and fee schedule (no increase) with Penns Valley Code Enforcement. Approved unanimously.

- Pension Administrator (Motion)

The Secretary-Treasurer noted she was appointed pension administrator on June 19, 2024, while serving as Assistant Secretary-Treasurer, and now required reappointment since becoming Secretary-Treasurer on August 12, 2024. She explained this only became necessary as the two full-time employees are now eligible for pension accounts, having not worked enough months in 2024.

Motion made by Lauren Davidson-Haupt and seconded by Kirsty Lloyd to appoint the Secretary-Treasurer, Robyn Dyke, as the pension administrator. Approved unanimously.

- PIRMA Insurance [Vehicle Insurance Coverage deductible] (Motion)

Campbell, Jr. noted the current vehicle insurance deductible was **\$0** and proposed to increase it to **\$500**, which would save the Borough **\$730 annually**.

Motion made by Kirsty Lloyd and seconded by Lauren Davidson-Haupt to increase the vehicle insurance deductible from **\$0** to **\$500**, in order to save the borough **\$730** annually. Approved unanimously.

- Website [adding meeting minutes from years prior to 2022] (Motion)

The Secretary-Treasurer noted the website currently had agendas and minutes back to 2022 and asked if additional years should be added, with Course Vector quoting \$158. Council suggested she add them directly to save money, but Lloyd recommended Adobe Acrobat to make Word documents searchable. The matter was tabled for a future meeting. Lloyd also noted Ordinance #360 was not searchable, and the Secretary-Treasurer would investigate that issue.

Motion to add meeting minutes (pre-2022) to the Borough website was tabled until a future meeting.

- Intergovernmental Agreement [finalized draft] **(Motion)**

Levandoski asked if council wished to proceed with drafting an ordinance to authorize an Intergovernmental Cooperation Agreement with Citizens Hook & Ladder Co. No. 1. He noted the ordinance must be advertised and made available to the public before a vote at the next council meeting.

Motion made by Lauren Davidson-Haupt and seconded by Barry Campbell, Jr., to authorize Levandoski to draft an ordinance for an Intergovernmental Cooperation Agreement with Citizens Hook & Ladder Co. No. 1, and to direct the Secretary-Treasurer to prepare the legal advertisement and make the ordinance available for public inspection. Approved unanimously.

## **PARK COMMITTEE**

- Chair Report [Lauren Davidson-Haupt]

Davidson-Haupt reported that Milesburg Community Park was closed for the season. All facilities were secured, and water service was turned off. Newmann Hill will remove the dumpster, which will remain off-site until the park reopens in spring of 2026.

## **PERSONNEL COMMITTEE**

- Chair Report [Plummer Davidson]

Nothing further was reported, the employee evaluations and raises had already been addressed under the Employee Yearly Evaluation [form] earlier in the meeting.

## **STREET COMMITTEE**

Chair Report [Plummer Davidson]

Bechdel requested a meeting with the Street Committee to address ongoing issues on Hazel Street.

## **WEBSITE COMMITTEE**

Chair Report [Kirsty Lloyd]

No further discussion: matter was addressed earlier in the meeting.

## **FIRE & POLICE**

Oversight Committee – Chair [Barry Campbell, Jr.]

Campbell, Jr., reported that Citizens Hook and Ladder Company No. 1 submitted their proposed budget for the upcoming year. The budget was

reviewed at the last Oversight Committee meeting, no issues were identified, and it was noted that the company maintained a reserve fund.

Motion made by Barry Campbell, Jr., and seconded by Ethel Kellerman, to approve the 2026 Budget for Citizens Hook and Ladder Company No. 1. Approved unanimously.

## **APPOINTMENTS**

Zoning & Hearing Board [1 open seat]

No one volunteered.

## **ADJOURNMENT**

Motion to adjourn made by Ethel Davidson and seconded by Plummer Davidson. Approved unanimously. The meeting adjourned at 8:24 p.m.

Respectfully submitted by,

Robyn D. Dyke, Secretary-Treasurer