

**Milesburg Borough Council Meeting
416 Front Street
November 11, 2024**

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

Mayor Clair Martin and Solicitor Tracey Benson were also present.

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

Pledge of Allegiance

Visitors

Approve Meeting Minutes & Pay Bills

Motion made by Ethel Kellerman and seconded by Shirley Martin to approve the meeting minutes from October 14, 2024, and to pay the bills. Approved unanimously.

Solicitor (Tracey Benson)

- Resolution: 2024-12 Pennsylvania Broadband Ready Communities Program Application

Benson noted that the template resolution from the Pennsylvania Communities program had been adjusted to fit the operations of the borough council better. He indicated that by approving this Resolution 2024-12, the council would be complying with the program's requirements to achieve certification as broadband-ready, with the expectation that it would attract interest in enhancing the borough's broadband infrastructure.

The Secretary-Treasurer reported that she had finalized the borough's registration and would upload the information to the Pennsylvania Broadband Ready Communities Program's website, pending the resolution's approval in the meeting. She also noted that she had reviewed the existing borough ordinances but found none that would limit roadwork for the installation process. Davidson-Haupt mentioned that there was a clause indicating that if any ordinance violations occur, attempts will be made to work around them in order to enhance broadband competition in the region, leading to more affordable internet services.

Motion made by Lauren Davidson-Haupt and seconded by Kirsty Lloyd to adopt resolution 2024-12 for the Pennsylvania Broadband Ready Communities Program Application, and to authorize the Secretary-Treasurer to be the main point of contact. Approved unanimously.

Ordinance Enforcement Officer (Constable Ray Reed, Jr.)

Constable Ray Reed, Jr. was not present because he was engaged in the United States Presidential election process.

The council noted that 318 Turnpike Street still had a significant amount of junk and debris on the property. The Secretary-Treasurer stated that she would notify Constable Ray Reed, Jr., regarding the situation.

Mayor's Report (Clair Martin)

- Ord. 186 & 189 [Flood Zoning restrictions]

Mayor Martin mentioned that he was awaiting a response from Penns Valley Code Enforcement regarding residents building in flood zone areas.

- Ord. 321 - [...using skateboards, remote-controlled toys, basketball hoops, etc.]

Mayor Martin announced that many basketball hoops were blocking the borough streets and must be removed. He mentioned that letters about ordinance violations, including overgrown grass, brush, and unregistered vehicles, had been sent, but little action was taken. The next step would be to impose fines, and he is awaiting the Constable's assistance to address these matters.

Campell, Jr. and Davidson-Haupt expressed their concerns regarding the limitations imposed by Ordinance No. 321 and suggested that the council might need to revisit the ordinance. Benson pointed out that the mayor's updates on these ordinances would enable the council to determine if they should be maintained or reviewed. It was acknowledged that discussions about borough ordinances would persist, and there could be actions taken to modify these regulations.

Old Business

- Brush and Leaf pickup [future scheduling] (over winter?)

The Secretary-Treasurer mentioned that the Lead Maintenance worker intended to stop brush collection during the winter months. However, since this task had been done regularly in previous years, she inquired whether the council wished to maintain brush collection throughout the winter months.

It was decided that the brush pick-up would continue to be collected on the last Monday of every month throughout the winter months.

- Milesburg Borough/Water Authority Computer (buyout - \$200)

Motion made by Lauren Davidson-Haupt and second by Shirley Martin to allow the Milesburg Water Authority to buy out the borough's portion of the shared computer for \$200. Approved unanimously.

Lloyd and Davidson-Haupt expressed their concerns about the need for a timely estimate regarding the separation of assets between Milesburg Borough and the Milesburg Water Authority. They

worried that the borough might struggle to cope with the financial repercussions of losing equipment and furniture. They emphasized that having advanced knowledge of which items would be retained and which would be removed would help safeguard the borough's assets and provide adequate time to prepare for the transition, especially since half of the office might be relocated to another building. The Secretary-Treasurer stated she would collaborate with the Lead Worker to compile an inventory of all equipment and facilities owned by both the borough and the water authority, including shared facilities.

- Secretary-Treasurer [new computer quotes]

Motion made by Kirsty Lloyd and seconded by Barry Campbell, Jr., to purchase a new computer for the borough secretary at a cost of \$1,100 from Best Buy, as the quote was lower. Additionally, David Aperegg would be hired to assist with the set-up and file transfer from the existing computer to the new one. Approved unanimously.

- Appointment of the Website Committee

President Kellerman stated that the Website Committee would include council members Barry Campbell, Jr., Kirsty Lloyd, and Lauren Davidson-Haupt.

Davidson-Haupt requested a discussion on the responsibilities and the selection of a committee chair. Lloyd proposed that the committee convene, create a charge, elect a chair, and report back at the next council meeting.

- Course Vector [update on website, discuss who can edit, and procedures]

The Secretary-Treasurer announced that Course Vector was currently developing a mock-up for the new borough website. Following this, the Website Committee would need to review it to identify any necessary updates or modifications, as well as determine who would receive the training and manage updates. She encouraged residents in the visitor's section to reach out if they have any town photographs to contribute, offering to scan and preserve them for potential inclusion on the new website. She also urged everyone to share this information within the community. Furthermore, she highlighted her ongoing discussions with Don Peters from the Milesburg Historical Society and her plans to reconnect with him about scanning additional town photographs for the website.

Park Committee

- Chair report [Lauren Davidson-Haupt]

Davidson-Haupt reported that the Milesburg Community Park closed on October 30th, and she had not heard of any vandalism or issues there. The mayor mentioned seeing some visitors from out of town climbing the fence to fish and addressed the situation. Furthermore, Davidson-Haupt asked about the hard drive expansion approved in the last meeting. The Secretary-Treasurer said she had reached out to Greg from Keystone Securities and Technologies, Inc. and was waiting for a response. Davidson-Haupt stressed the importance of the hard drive expansion as well as replacing

the faulty connectors that were impacting video quality, noting that Greg informed her the borough would not have to pay for the replacement of the faulty connectors, as this was a common issue.

New Business

- 2025 Budget

The Budget Committee presented the council's budget for review, aiming to make the budget report accessible to residents. Benson emphasized the necessity of publicly displaying the budget for ten days, after which it will be adopted in 30 days. Notifications regarding its availability would be published in a local newspaper to facilitate public inspection, with the goal of securing approval at the December council meeting. There will be no tax increase for residents in 2025; therefore, Benson recommended that the Secretary-Treasurer prepare last year's tax levy resolution for discussion at the upcoming meeting. The Secretary-Treasurer mentioned that she would finalize the changes following the meeting and ensure the budget report was displayed on the borough's front door and the community bulletin board in town.

- Council Computer [contains administrative files]

The Secretary-Treasurer reported that all administrative documents available to the council have been uploaded to the shared computer designated for council members at the borough building.

- Council Email [discussion]

The Secretary-Treasurer announced that the email discussion would be postponed until the next meeting. She will contact David Aberegg for advice on drafting emails for each council member.

The council expressed a preference for using only their first names in the email addresses, but if there were duplicates, the first initial of the last name would be added.

- Keystone ID

The Secretary-Treasurer reported that she had created the Keystone User ID and included the details in the council's meeting packets. Davidson-Haupt suggested that the Secretary-Treasurer should be the sole individual responsible for managing grant applications. She noted that the confirmation generated at the end of the submission process would necessitate the Secretary-Treasurer to make a copy and distribute it to local representatives, along with the required signatures.

Motion made by Lauren Davidson-Haupt and seconded by Shirley Martin to designate the Secretary-Treasurer as the administrator for the grants. Approved unanimously.

- Broadband Initiative

The Broadband Initiative was addressed earlier in the meeting, and there were no additional remarks.

- Secretary-Treasurer Notary License

The Secretary-Treasurer expressed her desire to obtain a notary license for borough-related tasks, enabling her to notarize documents, as necessary. She inquired whether the council would be open to cover the cost of her notary license. Benson responded that having an in-house notary would be highly advantageous for handling borough documents, eliminating the need to depend on external notaries.

Motion made by Ethel Kellerman and seconded by Shirley Martin to authorize the expenses for the Secretary-Treasurer to obtain her notary license. Approved unanimously.

Personnel Committee

- Secretary-Treasurer [discuss job duties and compensation]

The Secretary-Treasurer requested a salary increase following her official appointment during the meeting on August 12, 2024. She felt that her duties and responsibilities had expanded significantly, leading her to take on more managerial tasks. Campbell, Jr. raised concerns regarding the financial implications the salary increase would have for the borough, while Lloyd suggested that further training was necessary, and indicated that once she was able to perform her job duties independently, the matter of a raise could be reconsidered. Although Martin proposed a motion for a salary increase for the Secretary-Treasurer, it did not receive a second, resulting in no changes to her salary at that time.

Street Committee

- Mary Lose property [paving and zoning discussion] (Plummer Davidson)

Davidson provided an update and said that the pipe was replaced, and the driveway patched, and that the cracks would be sealed in the spring. He also said that the soil would be graded to keep water from flowing in her driveway and reseeded.

Davidson mentioned that Don Peters, a resident of Confers Development in Milesburg Borough, inquired about the possibility of directing the street signs for the holiday season.

Motion made by Ethel Kellerman and seconded by Lauren Davidson-Haupt to allow Don Peters to decorate the street signs in Confers Development for the holiday season.

Fire & Police

- Oversight Committee – Chair report [Barry Campbell, Jr.] – no updates.

Appointments

- Sewer Authority
- Zoning & Hearing Board

President Kellerman asked the visitors if anyone would like to join the Sewer Authority or Zoning & Hearing - no one responded.

Adjournment

Motion to adjourn made by Plummer Davidson and seconded by Barry Campbell, Jr. Approved unanimously. The meeting ended at 8:52 p.m.

Submitted by,

Robyn D. Dyke, Secretary-Treasurer