

**Milesburg Borough Council Meeting
416 Front Street
September 8, 2025**

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

Present at the meeting: Clair Martin, Mayor, Michael Levandoski, Esq., Devon Bechdel, Lead Worker, and Shannyn Prisk Ordinance Enforcement Officer

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

PLEDGE OF ALLEGIANCE

VISITORS

[No comments.]

APPROVE MINUTES & PAY BILLS

Motion made by Ethel Kellerman and seconded by Shirley Martin to approve the meeting minutes from August 11, 2025, and to pay the bills. Approved unanimously.

BUDGET REPORT

- o [review and discussion]

The Budget Committee is scheduled to meet next month to formulate the budget for 2026; they aim to have it prepared for the next council meeting.

[M&T Bank Loan status update]

Campbell, Jr. announced that the \$125,000 loan issued on June 8, 2025, had been fully paid; as a result, the borough would no longer have a monthly payment of \$2300.

SOLICITOR [Michael Levandoski]

Levandoski shared an update on the Intergovernmental Agreement and noted that Union Township had submitted their proposed changes. Campbell, Jr. asked the council to hold off on any decisions until all parties, including

the Citizens Hook and Ladder Company, No. 1 and the Fireman's Relief Association, had a chance to review the agreement. Levandoski responded that there was still plenty of time to go over everything before the end of the year.

ORDNANCE ENFORCEMENT OFFICER [Shannyn Prisk]

Prisk presented her monthly report on ordinance violations and asked who would forward the unpaid fines to the District Magistrate's Office. Levandoski requested that Prisk send him all the unpaid fines related to the ordinance violations, along with any collected evidence, and he would ensure that everything was forwarded to the District Magistrate's Office.

MAYOR'S REPORT [Clair Martin]

[Nothing to report.]

OLD BUSINESS

- Kamstrup 29-piece drill bit set [update]

Bechdel announced that the Kamstrup 29-piece drill bit set was ordered and noted that during their meeting on August 25, 2025, the Milesburg Borough Water Authority board agreed to cover half of the cost of the drill bit set.

- Capital Contingency Plan [ordinance update]

The Secretary-Treasurer stated that she had examined the borough's records and found no indication that a capital contingency plan was ever created for Milesburg Borough.

- Employee Pension meeting [scheduled]

The Secretary-Treasurer announced that a pension meeting was set for September 18, 2025, at 1 pm, with a representative from Athlon Advisers, to take place at the borough building. The meeting would involve employees as well as representatives from the council and the Milesburg Borough Water Authority board.

- Emergency Operations Plan [update]

The Secretary-Treasurer confirmed that she had placed the Emergency Operations Plan and its supporting documents in a designated area of the

borough building's main office, making them easily accessible in case of an emergency.

Bechdel reported that he had a meeting scheduled with Malachi Moyer, the EMA, on September 17, 2025, to review any changes or modifications that needed to be made to the current Emergency Operations Plan for the borough.

NEW BUSINESS [Action Items]

- Acquisition of a search bar for [the Milesburg Borough Website] **(Motion)**

The Secretary-Treasurer noted that the contract was set to automatically renew on October 1, 2025, with a \$700 credit. Furthermore, a plug-in would need to be purchased to enable keyword searches for the meeting minutes, ordinances, and other documents on the website. Finally, any funds that remained in the account at the end of the contract term would be forfeited, with no carryover to the new contract year.

Lloyd requested a detailed list that would show the costs for web hosting, maintenance plan, plug-in, and storage fees before the contract was automatically renewed. It was agreed to delay the discussion to purchase the plug-in and renew the contract so the Secretary-Treasurer could gather the needed information and provide an update at the next council meeting.

- Milesburg Museum & Historical Society Car/Truck Show Request for Road Closures **(Motion)**

Motion made by Ethel Kellerman and seconded by Shirley Martin per the request of the Milesburg Museum & Historical Society to close Market Street from Mill Street to Catherine Street for show vehicles, as well as Centre Street from Water Centre to Hazel Street on Saturday, September 27, 2025, from 7:00 am to 3:00 pm.

- Keystone Payroll Secondary Contact **(Motion)**

Campbell, Jr., pointed out a recent issue where there was a mistake in processing the employees' payroll, that resulted in them not getting their direct deposits. When the Secretary-Treasurer reached out to Keystone Payroll to find out why she wasn't informed, they told her that Fred Kellerman was the only contact person. They had called him several times but never got a reply.

Motion made by Lauren Davidson-Haupt and seconded by Barry Campbell, Jr., to make Plummer Davidson the primary contact for Keystone Payroll and the Secretary-Treasurer to be the secondary contact. Approved unanimously.

- Milesburg Community Park [bathroom door repairs] **(Motion)**

Since the park was set to close on October 31, 2025, the decision was made to delay the discussion to purchase bathroom doors until spring 2026.

- Brush and Leaf pick-up

Bechdel stated that the brush collection would conclude on Monday, September 29, 2025.

Leaf collection was planned to take place twice a week, and would start on October 6th, with the final leaf pickup scheduled for November 10th. After this, the maintenance employees would begin winter preparations and outfit the truck with a snowplow.

PARK COMMITTEE

- Chair Report [Lauren Davidson-Haupt]

Davidson-Haupt mentioned that she was waiting to hear back from Newman Hill on how much the monthly fee was for the dumpster at the Milesburg Community Park. Furthermore, she pointed out that there were no incidents reported at the park last month.

PERSONNEL COMMITTEE

- Chair Report [Plummer Davidson]

Nothing to report.

STREET COMMITTEE

- Chair Report [Plummer Davidson]

Nothing to report.

- Liquid Fuels Program Grant Application

The Secretary-Treasurer noted that she had provided the council with the Liquid Fuels grant application for their reference in the meeting packets.

Furthermore, she planned to help Davidson-Haupt and Bechdel with the Liquid Fuels grant application and confirmed that the firm deadline was October 16, 2025.

HRG – HOP application to PennDOT [update]

Bechdel announced that the Highway Occupancy Permit (HOP) was approved, and the application would be valid for one year.

Additionally, there were talks about the option to keep an engineer on retainer and the benefits it might provide. Bechdel was asked to gather more information for the next council meeting, and include the costs, so that it could be considered in next year's budget if the council decided to proceed.

WEBSITE COMMITTEE

- Chair Report [Kirsty Lloyd]

Nothing to report; (this was discussed earlier in the meeting.)

FIRE & POLICE

- Oversight Committee – Chair [Barry Campbell, Jr.]

Nothing to report; (this was discussed earlier in the meeting.)

- Intergovernmental Agreement [update]

Nothing to report; (this was discussed earlier in the meeting.)

APPOINTMENTS

- Zoning & Hearing Board [2 open seats]

No one volunteered.

ADJOURNMENT

Motion to adjourn made by Barry Campbell, Jr., and seconded by Shirley Martin. Approved unanimously.

The meeting adjourned at 7:27 p.m.

Respectfully submitted by,

Robyn D. Dyke, Secretary-Treasurer