

**Milesburg Borough Council Meeting
416 Front Street
September 9, 2024**

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

Mayor Clair Martin was also present.

Solicitor, Tracey Benson, was not present.

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

Pledge of Allegiance

Visitors

Ruth Barndt raised concerns regarding the unkempt state of the cemetery, highlighting that the grass had grown excessively tall, and the overall condition was unsatisfactory. Davidson-Haupt stated she spoke with Kyle Spotts, the owner of Mid-State Environmental Services, who had been contracted to mow the Milesburg cemetery at the April 29th council meeting. Spotts indicated that he had not yet received payment for his work. Davidson-Haupt said that she had contacted the Assistant Secretary-Treasurer to verify whether his invoices had been submitted and if he had been paid. The Assistant Secretary-Treasurer confirmed that Spotts was compensated for May, but he submitted an invoice for June with missing dates and chose not to seek payment for those days. She added that she had not received any new invoices. Davidson-Haupt requested Spotts to resend the invoices for the cemetery mowing so that she could process the payment immediately. However, the invoices were never resent, leading President Kellerman to seek bids from local mowing and landscaping companies to handle the cemetery mowing until the borough hired a Lead Worker to oversee the mowing duties. President Kellerman presented two estimates to the council, requesting a temporary motion to hire one of the companies for the cemetery work. He also inquired if any visitors had questions or comments, but there was no response.

Motion made by Lauren Davidson-Haupt and seconded by Shirley Martin, to hire McClellan's Landscaping, LLC temporarily to mow the Milesburg cemetery until the borough employs a Lead Worker to manage the mowing responsibilities. Approved unanimously.

Approve Minutes & Pay Bills

President Kellerman asked for a motion to approve the meeting minutes from the August meetings, and to pay the bills.

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

Budget financial report & Audit update

The Assistant Secretary-Treasurer reported that she had obtained the full comprehensive audit covering the period from January 1 to April 18, 2024, and said that she had spoken with Leonard Sapp, auditor at Fiore Fedeli Snyder Carothers, LLP about some discrepancies in the audit. The report identified multiple withdrawals from bank statements and credit card transactions that lacked supporting documentation. The audit findings included the following: a charge from Inuit QuickBooks Online totaling \$47.70, with three separate transactions recorded in February, March, and April; two identical charges of \$68.89 from Bestbuy.com; charges from Snappy's Convenient Store in Milesburg, PA, amounting to \$90.59 and \$37.42 on the same day, along with an additional charge of \$89.76 on a different day; a charge of \$202.74 from Sam's Club in State College, PA; and an AT&T charge of \$78.26.

The audit report also indicated a lack of documentation for two deposits made by Citizens Hook & Ladder Fire Company No. 1 related to their truck lease payments to the borough. However, the Assistant Secretary-Treasurer reached out to LuAnn Bruno, the Secretary-Treasurer of the fire company, who provided the necessary documentation. Additionally, the audit report pointed out two checks that were unaccounted for. One was check #21904, issued to the Lock Haven Express for \$114. The other missing check was #21908, for which she could not locate any documentation. The Assistant Secretary-Treasurer inquired whether the council wanted her to contact the M&T Bank to cancel both missing checks, noting that there would be a fee for each cancellation.

Motion made by Lauren Davidson-Haupt and seconded by Shirley Martin to cease payments and cover the necessary fees from M&T Bank for the missing checks #21904 and #21908, which were identified during the comprehensive audit following the resignation of the manager, secretary-treasurer, on April 18, 2024. Approved unanimously.

President Kellerman requested a motion to approve the audit conducted by Leonard Sapp, auditor with Fiore Fedeli Snyder Carothers, LLP.

Motion made by Lauren Davidson-Haupt and seconded by Ethel Kellerman to accept the audit conducted by Leonard Sapp, auditor with Fiore Fedeli Snyder Carothers, LLP. Approved unanimously.

SOLICITOR (Tracey Benson) – Absent

MAYOR'S REPORT (Clair Martin)

Mayor Martin reported that he has been busy tackling ordinance violations across the borough. He pointed out several issues, such as overgrown weeds and grass, complaints about burning brush, concerns with dirt bikes and ATVs, problems with electric scooters, and vehicles driving on the grass at Milesburg Community Park. He stressed the importance of hiring an ordinance enforcement officer to handle these matters. The mayor indicated that he would provide more details on this topic during the relevant agenda item.

Old Business

- Mary Lose's property repair (Vice President Plummer Davidson)

Vice President Davidson stated his intention to halt the motion approved during the council meeting on August 12th, which authorized the hiring of Eger Excavating & Concrete LLC to fix the damaged storm pipe in Mary Lose's driveway at 312 Dell Street. This decision was originally made following an inspection and cleaning of the full length of the pipe by Robinson Septic Service, Inc., which indicated that the 24-inch pipe was cracked and seemed to be collapsing. Following the meeting on August 12th, Vice President Davidson contacted Nick Witherite regarding the expenses for replacing the storm pipe and cold patching in Mary's driveway. Nick thought he had resolved the flooding problem at Mary Lose's property on 312 Dell Street by clearing the storm pipe and redirecting street water into her drainage system. However, the council was concerned that the one-time cleaning had temporarily helped ease the flooding and that the pipe's condition would continue to deteriorate, and if the pipe repairs were delayed, it would be costlier to repair. The motion from August 12th to hire Eger Excavating & Concrete LLC was upheld. The Assistant Secretary stated that she would contact Egger Excavating & Concrete LLC to schedule the work on Mary Lose's property.

Park Committee

Milesburg Park Concession stand

Davidson-Haupt reported that she had gathered three estimates and performed research to find a contractor for installing locks at the concession stand. She recommended hiring Vernon R. Monsell, emphasizing that his estimate was considerably lower. Furthermore, she pointed out his established rapport with the borough as an additional reason for her suggestion.

Motion made by Lauren Davidson-Haupt and seconded by Shirley Martin to hire Vernon R. Monsell to change and rekey the concession stand locks at Milesburg Community Park, and to supply five copies of the key to the borough. Approved unanimously.

Chair update - Davidson-Haupt stated that she reached out to Greg at Keystone Securities about the security cameras at Milesburg Community Park. He offered to inspect the cameras at no charge and replace any necessary wires. However, he has canceled twice, so she is attempting to get in touch with him to arrange a new time to visit the park.

Davidson-Haupt stated that she contacted Lieutenant Jones to set up a meeting with the council concerning the ongoing vandalism in the park and was waiting for his reply. She also discussed the mosquito problem with a representative from the EPA, who recommended annual insect spraying to address potential issues that may escalate with changing weather conditions. She suggested revisiting this matter in the spring and voting on whether to seek estimates from different pest control companies.

Davidson-Haupt requested an update on the welding of the large metal slide at the Milesburg Borough Community Park playground. The Assistant Secretary-Treasurer reported that she reached out to Spicer Welding & Fabrication and sent pictures of the damaged slide. They assured her that someone would come out soon to assess and fix the issue.

Davidson-Haupt also referenced her discussion with Ernest Greene, who suggested that the council investigate small community grants accessible to boroughs. She indicated her intention to meet with him in September to review a list of possible grants.

- Discuss closing the park at the end of October.

President Kellerman announced that the Milesburg Community Park experienced significant damage during the summer because of vandalism and called for a motion to formally close the park at the end of October, with intentions to reopen it in early April.

Motion made by Ethel Kellerman and seconded by Shirley Martin to close the Milesburg Community Park at the end of October, with intentions to reopen it in early April. Approved unanimously.

New Business

- Milesburg Borough Newsletter [Kirsty Lloyd]

Lloyd inquired about the status of the newsletter. Davidson-Haupt explained that the borough computer, utilized by the Assistant Secretary-Treasurer, holds templates and previous newsletter files, but access is restricted due to its shared use with the Milesburg Water Authority. President Kellerman requested an update on the borough computer that was approved for purchase during the council meeting on July 8, 2024. Davidson-Haupt decided to postpone the acquisition of a new computer for now, waiting until the situation with the computer currently used by the Assistant Secretary-Treasurer is resolved with the Milesburg Borough Water Authority. The Assistant Secretary-Treasurer mentioned that she is awaiting the hiring of new employees to determine the key dates necessary for inclusion in the newsletter. In the meantime, Lloyd proposed that the bulletin board near the Post Office in Milesburg be regularly updated to communicate important information and dates to the community.

- Milesburg Borough Website [Kirsty Lloyd]

Lloyd inquired about the council's advancements concerning the borough's website, which is presently overseen by Kessler Freedom, Inc., noting that the contract is set to expire at the end of September. She emphasized the community's need for a more user-friendly and accessible platform, enabling the borough to directly share important information rather than relying on someone else to post it. Lloyd also reminded the council about the quote that she shared at May 13, 2024, meeting that she had received from the Pennsylvania State Association of Boroughs, and expressed her desire to skip renewing the current contract and work on a new website with assistance from the Pennsylvania State Association of Boroughs.

- Milesburg Borough Website Renewal - Kessler Freedman, Inc.

Davidson-Haupt expressed concerns regarding the website's functionality, emphasizing its poor user experience and the numerous broken or inaccurate links. The council chose to postpone renewing the contract with Kessler Freedman, Inc. until they received more information from both Kessler Freedman and the Pennsylvania State Association of Boroughs regarding the development of a website for Milesburg Borough.

- Job advertising [Kirsty Lloyd]

Lloyd highlighted her difficulties in finding job descriptions for the borough's positions, like Street Maintenance and Ordinance Enforcement Officer, and the Administrative Assistant. She only found them after checking the Lock Haven Express website and searching for Milesburg. Similarly, Campbell, Jr. struggled to find the borough's job postings, noting he had to search for exact titles on Google. The Assistant Secretary-Treasurer told the council that the Personnel Committee received 14 applications for the Lead Worker position. She mentioned promoting the roles online and in print through the Lock Haven Express and listing them on the Milesburg Borough website, asking for suggestions on other advertising methods. Campbell, Jr. suggested using top job search engines like Indeed, Zip Recruiter, and PA Career Link for job ads.

Personnel Committee

- Administrative Assistant – The Personnel Committee stated that the committee only received one official application, and they recommended hiring Robyn Dyke, for filling one of the two available administrative assistant positions.

Motion made by Ethel Kellerman and seconded by Shirley Martin to hire, Robyn Dyke, as an administrative assistant at \$21.25/hour (her current pay) to become effective on September 22, 2024. Approved unanimously.

- Resolution #2024-11 – appointment of individual to serve as Borough Secretary and Borough Treasurer

President Kellerman stated that the Personnel Committee would like to officially appoint, Robyn Dyke, to serve as Borough Secretary and Borough Treasurer for the Milesburg Borough.

Motion made by Lauren Davidson-Haupt and seconded by Kirsty Lloyd to approve Resolution #2024-11, appointing, Robyn Dyke, as the Borough Secretary and Borough Treasurer for the Milesburg Borough effective immediately, without any additional compensation. Approved unanimously.

- Lead Worker position. The Personnel Committee put forward three top candidates from a pool of 14 applications and interviews at the council meeting, recommending their

appointment of Devon Bechdel as the Lead Worker for Milesburg Borough at a rate of \$26 per hour.

Motion made by Shirley Martin and seconded by Plummer Davidson to hire Devon Bechdel, as the Lead Worker at \$26/hour pending background check. Approved unanimously.

- Street Maintenance/Ordinance Enforcement Officer – discussion

The Personnel Committee expressed challenges in locating a street maintenance worker willing to take on ordinance enforcement duties. The committee also learned that hiring an ordinance enforcement officer requires training, certifications, and background checks, which could incur extra costs for the borough and postpone the hiring process.

Ordinance Enforcement Officer – hiring recommendation [Constable Ray Reed, Jr.]

The Personnel Committee recommended the appointment of Constable Ray Reed, Jr., as the Ordinance Enforcement Officer to uphold the borough's ordinances. Constable Ray Reed, Jr. would be compensated at a rate of \$25 per hour, working up to six hours each week until the end of the calendar year, at which point his performance can be reassessed.

Motion made by Lauren Davidson-Haupt and seconded by Shirley Martin to hire Constable Ray Reed, Jr. as Ordinance Enforcement Officer at \$25/hour with a maximum of 6 hours per week, effective immediately and continuing until the end of the calendar year. Approved unanimously.

The Personnel Committee asked for a motion to readvertise the Street Maintenance and Ordinance Enforcement Officer position as a full-time General Maintenance position.

Motion made by Lauren Davidson-Haupt and seconded by Shirley Martin to readvertise the Street Maintenance position as a full-time General Maintenance position that is capped at \$20/hour with benefits to allow for a new pool of applicants. Approved unanimously.

- Administrative Assistant - update

Davidson-Haupt inquired about the total number of applicants. The Secretary-Treasurer informed the council that she had received two applications to date. The Secretary-Treasurer mentioned that the Lock Haven Express had an Employer Portal, which she could use to examine candidate details, and then share that information with the Personnel Committee.

Street Committee

- Front Street railroad crossing and road closure - Monday 9/16 at 7 am until Friday 9/20 at 7 am, contact is Zac Mahaffey, Maintenance Director for the North Shore Railroad Company.

The council evaluated whether the advertising for the road closure was adequate. The Secretary-Treasurer noted that she posted an announcement on the bulletin board in town and at the borough

building, placed an ad in the Lock Haven Express, and that the details were also available on the Milesburg Borough's website. The Secretary-Treasurer noted that since the borough lacks maintenance staff, she will reach out to Nick Witherite to see if he can place the road closed signs by the rail tracks, enabling the railroad crew to set them up on Front Street during their repairs.

Fire & Police

- Howard Fire Company – Fire Police Assistance request for the Punkin Chunkin Fall Festival on October 19, 2024

President Kellerman requested a motion to approve Howard Borough's request for Fire Police support from the Citizen's Hook and Ladder Fire Company No. 1 at the annual Punkin Chunkin Fall Festival, to be held on October 19, 2024.

Motion made by Ethel Kellerman and seconded by Lauren Davidson-Haupt to approve Howard Borough's request for Fire Police support from the Citizens Hook and Ladder Fire Company No. 1 at the annual Punkin Chunkin Fall Festival, to be held on October 19, 2024. Approved unanimously.

Campbell, Jr., announced that Citizens Hook and Ladder Fire Company No. 1 will hold their annual open house on Saturday, September 28th, aligning with the Milesburg Museum and Historical Society's annual car show. Anticipating a significant turnout, they are requesting the closure of Catherine Street at both the Owl Street and Water Street intersections to facilitate the staging of their equipment for any potential emergencies.

Motion made by Plummer Davidson and seconded by Lauren Davidson-Haupt to allow the Citizens Hook and Ladder Fire Company No. 1 to close Catherine Street from the intersection of Owl Street and Water Street intersections to facilitate the staging of their equipment for any potential emergencies.

Appointments

- Sewer Authority
- Zoning & Hearing Board

There were no visitors remaining to inquire if anyone would be willing to join the Sewer Authority or the Zoning & Hearing Board.

Motion to adjourn made by Plummer Davidson and seconded by Shirley Martin. Approved unanimously. The meeting ended at 9:12 p.m.

Submitted by,

Robyn D. Dyke, Secretary-Treasurer