

Milesburg Borough Council
Meeting Minutes for January 8, 2024

The Milesburg Borough Council monthly meeting was held on Monday, January 8, 2024, at 416 Front St, Milesburg, PA, Milesburg Borough Municipal Building. The meeting was called to order by President, Peter DeLosa.

Members Present: Peter DeLosa, Plummer Davidson, Ethel Kellerman, Fred Kellerman, Sandy Dieterle, Greg Ritter, Samantha Walker, Clair Martin

Members Absent: None

Visitors:

Public Comment: President Delosa announced that all public comments and questions will be held at the end of the meeting and would like to recognize and thank Greg, Sandy, Samantha, Fred and Tracey for all the efforts in the last week to move forward with the restructuring of the Borough.

Keystone Payroll: Missy Eters from Keystone Payroll presented how Keystone Payroll processes and conducts payroll through their organization. She covered the options and costs to engage their services.

The council excused themselves for an Executive Session.

Ordinance Resolution 2024-1: Present DeLosa presented Ordinance Resolution 2024-1: Job Description and Compensation for the Borough Manager. A motion was made by Samantha Walker to accept Ordinance Resolution 2024-1, Seconded by Sandy Dieterle. All in favor, motioned passed.

Hiring of Borough Manager: President DeLosa presented to hire Keith Russell as Borough Manager with salary being \$50,000.00. A motion by Greg Ritter, seconded by Plummer Davidson to approve Keith Russell as the new Borough Manager and Salary. All in favor, motion passed.

Borough Secretary: A motion was made by Fred Kellerman, seconded by Sandy Dieterle to appoint Keith Russell as Secretary for the Borough. All in Favor, motion passed.

Borough Treasurer: A motion was made by Ethel Kellerman, seconded by Plummer Davidson to appoint Keith Russell as Treasurer for the Borough. All in Favor, motion passed.

Approval of Minutes: The minutes from December 27, 2023, minutes were presented. A motion was made by Fred Kellerman to approve the minutes from December 27, 2023, seconded by Greg Ritter. All in favor, motion passed.

The minutes from the January 2, 2024, minutes were presented, A Sandy Dieterle motion was made to approve the minutes from January 2, 2024, seconded by Plummer Davidson, all in favor, motion passed.

Treasurers Report: President DeLosa is working with M&T Bank to be able to pay the bills. No current report given.

Snow Removal: President DeLosa reported that Asphalt Doctors were contracted to do snow removal for the Borough. The cost is \$75.00 per man hour which covers fuel, maintenance, and manpower, the borough supplied antiskid and salt. A motion was made by Plummer Davidson, seconded by Fred Kellerman to approve this hiring for 2024 Snow Removal.

2024 Borough Meeting Schedule: February through December the Council will meet the Second Monday with the exception of the June meeting on the first Monday in June. A motion was made by Samantha Walker, seconded by Greg Ritter to approve 2024 Borough Council Meeting Dates.

Solicitor Retention: A motion was made by Fred Kellerman, seconded by Plummer Davidson to retain Tracey Benson, Esquire for 2024. All in Favor, motion passed.

Code Enforcement Retention: A motion was made by Sandy Dieterle, seconded by Greg Ritter to retain Keith Rupert for 2024. All in favor, motion passed.

Committees: President DeLosa presented the committees for 2024 and the members of each:

Street Committee: Plummer Davidson, Greg Ritter & Sandy Dieterle.

Health & Safety Committee: Plummer Davidson, Fred Kellerman & Greg Ritter

Community & Park Committee: Samantha Walker, Sandy Dieterle & Ethel Kellerman

Personnel Committee: Peter DeLosa, Samantha Walker & Fred Kellerman

Budget: Peter DeLosa, Samantha Walker & Sandy Dieterle

The President assigns the members to committees. These committees are to meet monthly and report back at monthly Borough meetings. Please set up your meeting schedules and chair of each committee by February meeting. Community members are encouraged to apply to voluntarily become a member of any committee. They can assist but would not have voting rights on the committee. Applications can be picked up and returned to the Borough building or by contacting one of the Council Members.

A motion by Sandy Dieterle, seconded by Greg Ritter to have council approve applications for committees and have citizen assigned by President. All in favor, motion passed.

Greg Ritter presented that he has obtained some free tables for the meeting room as the current table is so large and takes up most of the room. Council decided to set the room up so no-one's back is to the public during the meetings. A motion by Samantha Walker, seconded by Sandy Dieterle to reconfigure the meeting room. All in favor, motion passed.

Keystone Payroll: A motion was made by Greg Ritter, seconded by Plummer Davidson to engage having Borough payroll submitted and completed by Keystone Payroll, State College, PA. All in favor, motion passed.

Clerical/Office Personnel: President DeLosa announce he obtained the services of LuAnn Bruno for \$18.00 to assist in the Borough Office on a temporary basis until someone can be hired for the office position being considered. A motion was made by Plummer Davidson, seconded by Sandy Dieterle to hire LuAnn Bruno for temporary help until office position can be filled. All in favor, motion passed.

QuickBooks Software: President DeLosa shared that the current QuickBooks Desktop Software will become obsolete as of May 2024. We will be converting to QuickBooks online. The cost of this upgrade will be researched and brought back to Borough Council at the February meeting.

Reports:

Code Enforcement: Keith Rupert reported with holidays not much to report. Reminded folks to clear sidewalks of the snow.

Solicitor: Tracey Benson reported he would be willing to meet with Mr. Hilliard to go over any questions he may have regarding the paperwork for the Railroad Street bridge replacement. He needs to sign the agreement with CCoG so it can go to bid.

Mayor: Clair Martin reported Paula gave him the ordinances to review and is finding a lot of the signage along the streets need to be reviewed and acted upon. There was a lengthy discussion and will be brought to the Street Committee to review and process.

Fire Board: Fred Kellerman reported the budget was passed for a mill and two thirds.

A motion was made by Plummer Davidson, seconded by Fred Kellerman to approve the list submitted for the Citizen's Hook & Ladder Fire Company Officers, Fire Police Officers and the Driver's list with an updated driver list submitted with the expiration dates of the driver license. All in favor, motion passed.

Railroad Easement Update: Samantha Walker heard that Mr. Hilliard needs additional information prior to signing the agreement. He would like to meet with someone to have his questions answered. Mr. Benson offered to meet with him to explain or try to answer his questions.

Mail: Nothing to report.

President DeLosa announced there is a seat open on the Sewer Board and a seat open on the Zoning and Hearing Board, if anyone is interested.

Public Questions & Comments:

Has anyone notified the Penns Valley Code enforcement of employee changes?

There was a discussion on the parking situation on Front Street.

Discussion on the Temporary office position and what the borough will be looking for in the future is a 25-hour week job, 10am to 3pm, Monday through Friday. If you know anyone who has QuickBooks and office experience, have them submit their resume to the borough.

There was a discussion on speeding on Turnpike Street.

There was a discussion on applying for a grant to help repair or replace the sidewalks in the borough.

Adjournment: A motion was made by Ethel Kellerman, seconded by Fred Kellerman for adjournment. All in favor, meeting adjourned.

The next Milesburg Borough Council meeting will be held on Monday, February 12, 2024, at 6:30 PM at 416 Front St, Milesburg, PA, Milesburg Borough Municipal Building.

Submitted by

Keith Russell