

Agenda
Milesburg Borough Council Meeting

Monday, March 11, 2024

6:30 p.m.

416 Front Street, Milesburg Borough Building

Members of the public are invited to voice any concerns or problems with a five minute per person time limit. Comments relating to specific items on the agenda may be deferred by the President/Vice-President/Chairman ProTem until that point in the meeting. Electronic recording of the meeting cannot be done without making the council aware of it. (Note: The general public must be allowed a comment period on any emergency items not on the current agenda that council may introduce for a vote, before such voting occurs.)

CALL TO ORDER

PLEDGE OF ALLEGIANCE

VISITORS

Presentation - Don Peters, Milesburg Museum & Historical Society, President, *"Milesburg Beautiful"*

*New Business

PUBLIC COMMENT

APPROVAL

- **MEETING MINUTES**
 - February 12, 2024; February 21, 2024; March 6, 2024
 - *FYI: Approved Meeting Minutes are being posted to the Borough website*
- **TREASURER REPORT and PAY THE BILLS**

ORDINANCES/RESOLUTIONS

- *TBD - Resolution No. 2024-2 Authorized Signatures on Bank Accounts (Pres/VP/S/T)*
- *TBD - Resolution No. 2024-6 Authorization of Additional Banking Services (online, remote deposits, cc)*

REPORTS

- **Manager**
 - Brush pick up schedule
- **Mayor**
 - FYI: Ordinance review project with Council President
 - FYI: Ordinance No. 360 Nuisances
 - FYI: Pennsylvania Dog Laws (handout)
- **Enforcement Officer**
- **Committees:**
 - **Street**
 - **Budget** - 2/22 meeting (Samantha, Lesa, Keith, absent Pete)
 - Need Budget loaded into QuickBooks
 - Need QuickBooks training
 - **Health & Safety**
 - **Personnel** - 2/15 meeting (Samantha, Fred, Pete)
 - *See Borough Employees" under Old Business*

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REPORTS (cont.)

- **Community & Park** - 3/4 meeting (Ethel, Darion, Samantha)
 - Park, walk through and needs**
 - Purchase mulch, sand, 2 charcoal grills (need replaced), restroom supplies (if needed), Ehrlich services
 - Mulch and sand distribution**
 - Tree trimming needs and branch pick up**
 - Charcoal grills need clean out**
 - Review inside buildings/sheds - anything damaged or needed
 - Video cameras function and monitoring
 - Key(s) to concession stand for ball team(s)/BEA
 - Garbage can distribution
 - Opening date (for vehicle gates and restrooms)
 - Employee (days/hours/duties)
 - **Keep Pennsylvania Beautiful, "Pick Up PA", March-May - propose March 23rd at the Milesburg Community Park
 - Borough Spring/Summer Newsletter - Council review draft/approval
 - Watershed Cleanup Day, April 20th

OLD BUSINESS

- *FYI: file cabinet keys, backup thumb drive of QuickBooks, and admin rights to QuickBooks collect from previous Council President*
- Mission & Vision Statements - approval
- Council Seat Vacancy Appointment Timeline
 - *FYI: Resignation date = 3/6/24; 30 days to fill by Council = by Thurs., April 5, then, extension of 15 days to fill by Vacancy Board = deadline of Frid., April 19. Beyond April 19 is via court appointment.*
 - Next Special Meeting of Council is set for Wednesday, March 27
 - Receive and Review Appointment interest forms
 - allow for those applicants interested to give a 5-minute presentation to Council and Visitors
 - [Proposed] Special Meeting for Wednesday, April 3
 - Appointment of Vacant Seat by Council
 - *TBD on April 3, if additional meeting date(s) are necessary for the Vacancy Board - to be completed by April 19th*
 - Next Council Regular Meeting on Monday, April 8 (*if seat filled by this date; if not, Special Meeting TBD*)
 - Reorganization Meeting
 - Vice President selected
 - Committee Appointment rearrangements
 - Update from 3/6/24 meeting - Council member absences, per Borough Code (Tracey)

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OLD BUSINESS (cont.)

- Borough employees
 - Review **structure options, draft job duties/descriptions**; determine next steps
 - Temporary office help
- Borough Email Address assignments for Council

NEW BUSINESS

- *Help a Neighbor Day in the Borough - propose declaration of 4th Sunday of each month
- Ordinance codification
- F450 Truck
- Garbage can placement near the waterway entry by yellow bridge
- Keystone Payroll
 - missing Council member paperwork
 - January and February payroll
 - Water Authority Appointee payments
 - Future payroll timeline for Council members and Mayor
- Kiosk by Post Office
- Consultant Report - Facebook Page for Borough
- Water Authority Board Appointments - Boggs Township/Milesburg Borough

APPOINTMENTS

- Emergency Management Coordinator (1-2) - appointment needed
- Mid-Centre County Authority (1 seat open) - appointment needed
- Spring Creek Watershed Commission (1 seat, plus alt) - appointment of Council needed and a resident
- Zoning & Hearing Board - TBD

GOOD OF THE ORDER

ADJOURN

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REMINDERS & FYIs *(takeaways only, no discussion necessary unless a question arises)*

- Upcoming meetings
 - Special Meeting of Council - Wednesday, March 27, 6:30 p.m. - open to the public
 - Committees (for members attendance only): Personnel 3/21, Budget 3/28, C&P 4/1, H&S - TBD, Street 4/2
 - Mid-Centre County Authority 3/20 7:00 p.m. - open to the public
 - Water Authority 3/25 6:30 p.m. - open to the public
 - Oversight Board 3/25 6:30 p.m.
 - Spring Creek Watershed Commission 3/20 7:00 p.m.
- Borough observed holiday (office closed) 3/29
- **Resident opportunities to serve** on Council, Boards, Commissions, and Committees - form can be obtained from the Borough office or online via the Borough website, Forms page.
- The council is updating our **website and we would like resident feedback**. The form can be obtained from the Borough office or online via the Borough website, Forms page.
- The Borough Spring/Summer Newsletter is expected to be mailed in the beginning of April.