

Agenda
Milesburg Borough Council Special Meeting
Wednesday, March 6, 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

OLD BUSINESS

- Railroad Street Bridge project - update (solicitor)
 - Hilliard Easement Agreement (President execute)
 - Dann and Hillard Easement Agreements (solicitor record)
- Mission and Vision Statements - new draft
- Borough employees (*quick FYI, tasks for future meeting(s), samples in Council packets*)
 - Structure, needs, future state, next steps
 - job duties, descriptions, wage schedule, days/hours, etc.
- President
 - Borough building file cabinet keys transfer
 - QuickBooks administrator/password and backup thumb drive
- Office Assistant (temp, PT) - update
 - Borough office hours - update
 - Borough phone answering machine message

NEW BUSINESS

- Check signing - temp change
- Borough President/Vice President/Chairperson ProTem
 - Rules and procedures (*quick FYI, task for future meeting, Council packet write-up*)
- Push Notification System (*quick FYI, task for future meeting, write-up in Council packets for review*)
- Special Meeting of Council - March date needed, date TBD at the 3/6 meeting
- Council Vacancy
 - FYI: Borough Code procedures (handout)
 - Vacancy Board Chair appointment
 - Applicant
 - Resignation
 - Public Records Officer appointment (*quick FYI, task for future meeting*)
 - Committee Assignments (*quick FYI, TBD at future reorganization meeting*)
 - Future appointment, collect resident Appointment interest forms

GOOD OF THE ORDER

ADJOURN

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

- Upcoming meetings
 - Monthly Council meeting - Monday, March 11th 6:30 p.m.
 - Committees (for member attendance only): Street 3/5, Personnel 3/21, Community & Park 3/27, Health & Safety 3/27, Budget 3/28
 - Mid-Centre County Authority 3/20 7:00 p.m. - public welcome
 - Water Authority 3/25 6:30 p.m.
 - Oversight Board 3/26 6:30 p.m.
 - Spring Creek Watershed Commission - Wednesday, March 20th 7:00 p.m.
- Borough observed holiday (office closed) - Friday, March 29
- Resident **opportunities to serve** on our 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. - form can be obtained from the Borough office or online via Borough website, Forms page.