

## Milesburg Borough Council Meeting Minutes

2-12-24

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The Milesburg Borough Council monthly meeting was held on Monday, February 12, 2024, at 416 Front Street, Milesburg, PA. The meeting was called to order at 6:30 pm by President, Peter DeLosa.

Members present: Peter DeLosa, Sandy Dieterle, Samantha Walker, Greg Ritter, Fred Kellerman, Ethel Kellerman

Members Absent: Plummer Davidson

SCWC presented handouts. One elected and one appointed representative for the board.

Express Personnel gave a presentation about the services they provide. Motion made by Fred Kellerman, seconded by Samantha Walker to utilize Express Personnel. All in favor, motion passed.

Ruth Barndt asked questions regarding the 2014 and 2023 lease agreements with the Milesburg Borough Water Authority.

**Approval of Minutes:** Milesburg Borough meeting minutes from January 8, 2024, meeting: Motion was made for approval by Ethel Kellerman and seconded by Sandy Dieterle. All in favor, motion passed.

Milesburg Borough meeting minutes from January 18, 2024, meeting: Motion was made for approval by Samantha Walker and seconded by Greg Ritter. All in favor, motion passed.

**Treasurer and Budget:** Motion to approve Treasurer report was made by Greg Ritter and seconded by Fred Kellerman. All in favor, motion passed.

Bills were presented to be paid. Motion to approve was made by Fred Kellerman and seconded by Sandy Dieterle. All in favor, motion passed.

Resolution 2024-2: Motion to approve was made by Samantha Walker and seconded by Greg Ritter. All in favor, motion passed.

Resolution 2024-3: Motion made to approve by Greg Ritter and seconded by Samantha Walker. All in favor, motion passed.

Resolution 2024-4: Motion made to approve by Fred Kellerman and seconded by Ethel Kellerman. All in favor, motion passed.

Resolution 2024-5: Motion was made to approve by Sandy Dieterle and seconded by Greg Ritter. All in favor, motion passed.

Resolution 2024-6: Motion was made to approve by Sandy Dieterle and seconded by Samantha Walker. All in favor, motion passed.

**Code Enforcement Report:** A letter was sent to 401 Broadway Street in reference to high grass. 4 junk vehicle letters have gone out.

Addressing 125 Railroad Street, for junk and debris issues. Tracey Benson will obtain more information. Health and Safety looking into agencies for help.

**Building:** No report.

**Fire Company:** A motion was made to approve events by Greg Ritter and seconded by Ethel Kellerman. All in favor, motion passed.

**Borough Manager:** Quotes were presented for door locks from Park Security to change door locks on 2 entry doors to electronic locks and AKS to re-key file cabinets and desk. Motion to approve AKS made by Greg Ritter and seconded by Samantha Walker. All in favor, motion passed. A quote from Park Security was tabled at this time.

Brush agreement was presented and discussed. The council will evaluate if it will be utilized.

Quotes were presented for a speed radar sign and turned over to the budget committee.

The garage door needed repairs to the West Penn building by the Community Park. Poorman's Door Service repaired the door.

Mail was presented to the Council for approval.

Railroad easement information was presented by Steven Beattie from SEDACOG. Questions were answered about the Railroad Street bridge repair.

**Mayor:** Talked with PennDOT regarding speed signs. Street signs must have an ordinance in place before signs can be erected on streets.

**Street Committee:** Street light outages reported to West Penn Power.

**Budget:** Upcoming meeting Thursday, February 22, 2024.

**Health & Safety:** No report.

**Community and Park:** Meetings held on the fourth Wednesday of the month. BEA Softball requested use and to do work at no cost to the Borough. Motion made by Greg Ritter and second by Sandy Dieterle. All in favor, motion passed.

**Personnel:** Meeting scheduled to create job descriptions. Meeting went into Executive session. After coming out of executive session a motion was made to work with Express Personnel by Greg Ritter and seconded by Sandy Dieterle. All in favor, motion passed.

The meeting was recessed until 2/21/24. Motion made by Greg Ritter and seconded by Sandy Dieterle. All in favor, motion passed.

Meeting called to order on February 21, 2024, by President, Peter DeLosa at 6:30 pm starting with old business, councilman Plummer Davidson present for remainder of the meeting.

**Old Business:** QuickBooks online is set up and running.

Meeting packets for upcoming meetings were discussed. All agenda items must be sent for approval no later than 7 days prior to the meetings. Agenda and packets must be in council mailboxes 3 days prior to meeting. Motion to approve made by Greg Ritter and seconded by Ethel Kellerman. All in favor, motion passed.

Bonding of Keith Russell has been completed.

Two Council officials have completed “Newly Elected Officials” training.

Payroll will be processed by Keystone Payroll. The first payroll run will be March 1, 2024.

**New Business:** A Mission and Vision Statement was presented by Samantha Walker but was tabled until the next meeting.

A new email [Milesburgboro@outlook.com](mailto:Milesburgboro@outlook.com) was created for the Borough. Phasing out the AOL account.

A suggestion was made to create email addresses for Borough Council members but was tabled until the next meeting.

A discussion about remote meeting attendance. Sandy Dieterle is gathering more information. Discussion was tabled until the next meeting.

Sandy Dieterle was appointed as the “Right to Know” officer.

Community Yard Sale dates were determined as follows: Spring-- May 17 and 18, 2024. Motion made to approve by Fred Kellerman and seconded by Plummer Davidson. All in favor, motion passed.  
Fall—October 4 and 5, 2024. Fall Riff Raff is scheduled for October 12, 2024. Motion made by Fred Kellerman and seconded by Ethel Kellerman. All in favor, motion passed.  
Keith Russel will inquire with Newman-Hill about scheduling a Spring Riff Raff, as well.

Appointments:

Sewer Authority (1): No appointment made at this time.

Zoning & Hearing Board (1): No appointment made at this time.

Vacancy Board Chair (1): No appointment made at this time.

Emergency Management Coordinator (1): No appointment made at this time.

Planning Board (1): No appointment made at this time.

Spring Creek Watershed Commission (1-2): No appointment made at this time.

Motion to Adjourn at 8:15 pm made by Sandy Dieterle and seconded by Greg Ritter.

Minutes by: \_\_\_\_\_

Keith Russell, Manager/Sec.-Treas.