

## Milesburg Borough Council Meeting Minutes

3-6-24

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The Milesburg Borough Council special meeting was held Wednesday March 6, 2024, at the Borough building at 416 Front Street Milesburg Pa. The meeting was called to order at 6:30 pm by President Samantha Walker.

Members present: Samantha Walker, Ethel Kellerman, Fred Kellerman, Plummer Davidson, Clair Martin

Members not present: Pete DeLosa, Greg Ritter

**Visitor Comment:** Ruth Barndt asked about a loan payment that was due on each water bill, last month she attended the Water Authority Meeting but didn't understand the explanation that she was given. Samantha asked that all water business be handled at the Water Authority meetings and Borough business be handled at Borough meetings. Samantha also told Mrs. Barndt that she would see if she could get more information and get back to her.

**Old Business:** The Railroad Street bridge project will be going out to bid by the end of the week with the signatures of the easement from the Hilliard's and the Dann residence. A motion by Ethel and second by Plummer to proceed with the easement and have the documents registered with the courts. All in favor motion carried.

Mission and vision statement: Samantha presented a new mission and vision statement; a motion was made by Plummer to table until next the meeting for resident input. The motion was seconded by Fred. All in favor motion carried.

Borough employees: Information about job descriptions and structure from other Boroughs of similar size were handed out for council to review and bring ideas and suggestions back to council.

President: Samantha announced that there was a new president since the last special meeting and that the president that was replaced still had the filing cabinet keys, desk drawer keys, and a back up thumb drive for QuickBooks. At this time, he also is the primary admin for the QuickBooks online account and refused to make the Borough Office account the primary admin, council requested that Tracey contact Mr. DeLosa and request the keys, and thumb drive be returned to the Borough office. Tracey said he will start with a phone call and if that does not resolve the problem he will send a letter. There was also a discussion about the QuickBooks account and who all has access and who should have access to the account.

Office Assistant: The temp office assistant that was hired 2/21/24 has since left the position, the office hours may differ depending on availability of the current Borough Manager. There was a brief discussion about making the position a Full-Time position instead of Part Time. Samantha will work on getting the Borough answering machine message changed so that the appropriate information is on the machine.

New Business: There was a motion to allow 1 signature on checks until council reorganizes and appoints a new Vice President. The motion was made by Fred, and seconded by Plummer, all in favor motion carried.

There was a brief discussion about the positions of Council President, Vice President, and Chair ProTem about what the duties of each position should be, council received information for review and will be discussed at a later meeting.

The push notification system was discussed briefly, the council received a handout for review, and they will work on gathering more information on how it would be delivered and what information would be included in the notification. The council will discuss this at a later date.

Council set a date of 3/27/24 to hold a special meeting, agenda will be assembled closer to the meeting.

There was a discussion about council vacancies and the procedure to fill those vacancies, handouts were given to council for review. There was also a resignation submitted to the council by Sandy Dieterly effective 2/22/24, a motion was made by Fred and seconded by Plummer to accept the resignation of Sandy from council, all in favor motion carried.

Council received an application for the Vacancy Board Chair from Lesa Weaver, a motion was made by Fred and seconded by Plummer to appoint Lesa to the Vacancy Board Chair position, all in favor motion carried.

Forms for future appointments are being collected for any future appointments and can be submitted to the Borough Manager or emailed to the Borough.

Motion to adjourn by Ethel and seconded by Plummer all in favor motion carried, meeting adjourned at 750 pm.

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

Keith Russell, Manager/Sec.-Treas.