Milesburg Borough Water Authority Meeting Minutes
416 Front Street
July 28, 2025

Name	Authority Role	Attendance
Plummer Davidson	Vice-Chairman	Present
Ethel Kellerman	Board Member	Present
Jon McClure	Board Member	Present
Eric Fisher	Board Member	Present
Fred Kellerman	Chairman	Present (Phone)
Nick Witherite (Certified Water Operator)	Employee	Present
Michaela Bressler (Secretary/Treasurer)	Employee	Present
Matt Deskevich, HRG Engineer	Consultant	Present
Jeff Stover, Esq.	Solicitor	Absent

Pledge of Allegiance

Plummer Davidson called the meeting to order at 6:30 p.m.

Visitors: Barry Campbell inquired about progress regarding the spraying of uprooted sprouts along Turnpike Street.

Previous Minutes (Motion to Approve)

Ethel Kellerman moved to approve the minutes of the June 23, 2025, meeting. The motion was seconded by Eric Fisher and carried unanimously.

Treasurer, Budget Reports, and Pay the Bills (Motion to Approve)

Eric Fisher moved to approve and authorize payment of the bills as presented. The motion was seconded by Jon McClure and carried unanimously.

Old Business:

Usage Report: Nick Witherite reported that water usage for July totaled 240,000 gallons.

Leak Detection: Nick Witherite reported that the issue remains ongoing. A service line has been leaking since last week, and repairs are currently underway.

New Tap(s): 1 new residential

Backflow Inspection Program: Michaela Bressler reported that she received three inspection reports from Hilex Poly, Robinson Septic, and Citizens Hook & Ladder.

Delinquent Accounts: Michaela Bressler reported that three accounts have remained unpaid since 2024. After consulting with the solicitor, Jeff, it was recommended that the next appropriate step would be to place liens on the respective properties.

A motion was made by Ethel Kellerman to proceed with placing liens on the three delinquent properties. The motion was seconded by Eric Fisher and carried unanimously.

HRG Engineer: Matt Deskevich reported that there are three reporting cycles each year, with the final submission—the Water Allocation Permit—due by September 16th.
He also provided an update on the LSA Grant program, noting that the annual award amount is $25,000, with a maximum of $1 million and no matching funds required. Last year's application was submitted for a mini excavator, and grant decisions are typically received within a year, usually between September and November.
Matt noted that if the Board identifies potential project ideas, the HRG engineering office could prepare and apply for the next grant cycle.

$10 Debt: Michaela Bressler prepared an Excel spreadsheet that includes a formula projecting the payoff timeline for the Authority's $10 debt. Based on current figures, the debt is expected to be fully paid off by January 2026.

New Business:

Secretary/Treasurer Hours (Motion): Michaela Bressler requested a change to her scheduled hours, proposing a shift from 8:00 AM–5:00 PM with a one-hour lunch break to 7:30 AM–4:00 PM with a half-hour lunch break.

Jon McClure made a motion to approve the adjustment to office hours. Seconded by Eric Fisher. Motion carried.

2024 Audit (Motion): Ethel Kellerman made a motion to approve the 2024 audit. Seconded by Jon McClure. Motion carried.

Facebook (Motion): Michaela Bressler proposed creating a Milesburg Borough Water Authority Facebook page to share important updates and announcements with the public.

Jon McClure made a motion to authorize Michaela to establish the Facebook page. The motion was seconded by Ethel Kellerman and carried unanimously.

Resolution 2025-2 (Motion): Michaela Bressler explained that Resolution 2025-2 pertains to a signer update required by M&T Bank to authorize changes to account signers. The resolution retains Plummer on the accounts, removes Fred Kellerman, and adds Jon McClure (Board Member) and Michaela Bressler (Secretary/Treasurer) as authorized signers.

A motion to approve Resolution 2025-2 was made by Ethel Kellerman and seconded by Eric Fisher. Motion carried.

Blue Billing Paper: Michaela Bressler noted that the blue billing paper currently used for billing is becoming increasingly difficult to source. She will present samples of alternative paper colors for consideration at the next meeting.

Budget Committee (Motion): Jon McClure proposed the formation of a Budget Committee to assist with financial planning and oversight. Before the motion, board members were invited to volunteer for participation. Jon McClure and Ethel Kellerman expressed interest in serving on the committee.

A motion to approve the creation of the Budget Committee was made by Eric Fisher and seconded by Jon McClure. Motion carried.

Software Inquiries (Motions):

- ***Adobe Acrobat Pro**:* A motion to purchase Adobe Acrobat Pro was made by Ethel Kellerman and seconded by Jon McClure. Motion carried.
- ***QuickBooks Online:*** A motion to purchase QuickBooks Online was made by Jon McClure and seconded by Eric Fisher. Motion carried.
- ***Diversified Technology – VUB to DB22 and Credit Card Machine:*** A motion to purchase the updated billing software and credit card machine from Diversified Technology was made by Jon McClure and seconded by Ethel Kellerman. Motion carried.
- ***Keystone Payroll**:* A motion to transition to Keystone Payroll while maintaining weekly pay was made by Jon McClure and seconded by Eric Fisher. Motion carried.
- ***Website Design:*** A motion to proceed with a new website design was made by Ethel Kellerman and seconded by Jon McClure. Motion carried.

Adjournment (Motion): A motion to adjourn the meeting was made by Jon McClure and seconded by Eric Fisher. Motion carried.

The meeting adjourned at 6:55 p.m.

Submitted by,

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Michaela Bressler
Secretary-Treasurer
Date: 8/20/2025