

**MILLHEIM BOROUGH COUNCIL**

**225 EAST MAIN STREET**

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**(CENTRE COUNTY)**

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**REGULAR MEETING**

**February 12, 2013**

President Alan Ilgen called the regular meeting of the Millheim Borough Council to order at 7:00 p.m. with the following persons in attendance: Ed Bowman, Kay Brown, Marlene Corl, Alan Ilgen, Lauralee Snyder, Leslie Warriner, John R. Miller, III, Sharon Heckman, Glenn Ripka, Mike Lesniak, Roy Rupert, Dan Guss, Charles Boob and Dave Grazier.

**CITIZEN'S INPUT:**

Dave Grazier reported that the traffic signal on Main Street hasn't worked the same since it was taken off-line during the water line project. It is currently on a timer instead of the light being triggered by Penn and North street traffic. President Ilgen explained that Council is aware of this and that it will be repaired after PennDot paves in the spring because the sensor lines that trigger the signal were cut during the water line project.

Charles Boob, a Borough resident, was present to request permission to cut dead trees on the Borough property at the water plant for fire wood. Mr. Boob explained that these trees are about four feet beyond his property line onto the Borough property and that while the trees are standing they are not endangering anything. Council members and the Solicitor raised concerns about liability if Mr. Boob were injured and setting a precedent if permission was given for this request. After much discussion, President Ilgen told Mr. Boob that Council would think about this issue and would get back to him.

Dan Guss reviewed his Engineer's Report with Council. Currently there is a total of \$5,761.88 that has been expended and not claimed for a PennVest reimbursement. He recommends holding this until next month when we should have the invoice from L/B Water for the water meters that have been ordered. Mr. Guss explained that another Change Order may be needed next month to add more money in the Engineer Budget for additional work.

A motion was made by Leslie Warriner and seconded by Kay Brown to accept the proposal submitted by Uni-Tec to prepare the Chapter 94 report for \$475, which is the same amount charged last year. Motion carried.

Mr. Guss then updated Council on the status of the STAG Grant. He explained that \$8,000 of the grant would go to DEP to pay for administering the grant, the actual grant to be used for the interconnect project would be \$242,000 and the Borough would need \$198,000 matching funds. Mr. Guss also explained that at the meeting on January 30, 2013 Mr. Kojie Suto, EPA representative in charge of this project, reported that the money used in the PennVest project will not be accepted as the Borough's match because the PennVest project was not required to be bid using the Disadvantaged Business Enterprise criteria. He explained that engineering for this project would also need to be bid. Concerns were raised because this project would also require Millheim Borough to own and maintain the line from this interconnect into Haines Township even though that line would be outside the Borough limits, which would require PUC approval. The Secretary reported that the Borough would be required to register for a Central Contractors number and this would cost the Borough \$599. This number is needed to apply for the STAG money. Bob Jacobs of Centre County Planning and John Miller, III will be attending the next HAMA meeting in March. The consensus of Council was to wait until after the HAMA meeting for further discussion.

Casey Gunsallus entered the meeting at 7:33 p.m.

**CODE ENFORCEMENT REPORT:**

Glenn Ripka introduced Mike Lesniak who was chosen by the Penns Valley Code Enforcement Agency as the new Code Enforcement Officer after seven candidates were interviewed. Mr. Lesniak is retired after serving 29 years in the Rochester Police Department. The written report submitted by Glenn Ripka was reviewed. The Haines Township letter notifying the Agency that they are leaving the group was discussed. The January budget report from the Agency was reviewed.

A motion was made by Ed Bowman and seconded by Marlene Corl to approve the selection of the Penns Valley Code Enforcement Agency and appoint Mr. Michael Lesniak as the Code Enforcement Officer for Millheim Borough. Motion carried.

**HARB REPORT:** None

**EMPLOYEE REPORTS:**

Roy Rupert explained the problems he has been having at the Sewer Plant. After the heavy rain on January 30 the plant wasn't processing the I&I. He is currently treating the plant for phillimentis and the plant seems to be working better. Mr. Rupert has purchased a de-foaming chemical for use at the plant. DEP was notified of the problem and they inspected and have been very helpful.

Mr. Rupert explained that there are currently two nuisance leaks but a major leak on Long Lane was repaired by Dave Gutelius, Inc. He explained that a new trash pump is needed for the water plant and Millheim Small Engine Shop gave him a price for an electric pump of \$300. A motion was made by Leslie Warriner and seconded by Marlene Corl to purchase the electric pump from the Millheim Small Engine Shop for \$300. Motion carried.

Mr. Rupert then reported on his meeting with Nittany Controls and the representative from the software company for the water plant. The cost for the "Log-Me-In" software that needs to be purchased is \$249/year and can be used on five computers. He explained that he received a quote from Nittany Controls as follows: \$3,500 for 40 hours to set up with a \$700 upgrade to Citect included with a cost of \$70/hr. when services are needed and a 12% markup on materials purchased from Nittany Controls. The Borough can purchase materials separately and Nittany Controls will install. There is a cost of \$700 to get back on support for the Citect license but if a new license is required the cost would be \$1,900. The computer at the water plant should also be replaced. Mr. Rupert reported that the problem with the VFD's has been corrected. The consensus of Council was that the Citect license key actually belongs to the Borough so Advanced Controls should be asked for this license.

President Ilgen explained that a meeting should be held with the employees to discuss matters of employment now that Mr. Ripka has retired. This meeting was set for Friday, March 1, 2013 at 8:30 a.m.

A motion was made by Leslie Warriner and seconded by Ed Bowman to purchase the Log-Me-In Software at \$249/yr. for five computers. Motion carried.

A motion was made by Leslie Warriner and seconded by Marlene Corl to terminate the agreement with Advanced Controls, Inc. and send a letter stating this and approve an agreement with Nittany Controls at an estimated 40 hours at \$70/hr. with additional purchase of an update to the Citect key at \$700 or \$1,900 and to approve a one-year contract with Nittany Controls at \$70/hr. as needed and a 12% markup on supplies if the Borough chooses to purchase from Nittany Controls. Motion carried.

A motion was made by Leslie Warriner and seconded by Ed Bowman to authorize the purchase of a computer for the water plant at a cost not to exceed \$1,000. Motion carried.

Casey Gunsallus explained that the Christmas wreaths and banners currently need to be hung and taken down with a bucket truck. He recommended using a 12-foot ladder to hang the banners as high as can be reached so the cable company only has to help the Borough twice each year with the Christmas wreaths. He also recommended putting the spring banners up now instead of waiting for two months. President Ilgen instructed Mr. Gunsallus to check with Glenn Ripka about the minimum height before hanging these banners and to get the Christmas wreaths down as soon as possible.

Mr. Gunsallus reported to Council that the Borough truck is in the shop in need of a new transmission. He also told Council that he is keeping a day-to-day planner in the shop. President Ilgen explained that he and Ms. Warriner had a meeting with Mr. Gunsallus. The Secretary is completing work orders for Mr. Gunsallus which he returns to her when he has completed the work and that he is to keep a daily activity log. President Ilgen then reminded Mr. Gunsallus that our agility agreement with PennDot is to shovel the sidewalks on all the bridges. He also reminded Mr. Gunsallus about shoveling the sidewalks in front of and into Fountain Park, the Borough steps and the Borough sidewalks in front of the Borough building.

Concerns involved with reading water meters were discussed. A resident has put up a fence with no gate and some meter pits have not been kept clear of snow and ice. Ms. Warriner suggested that the Ordinances may need to have additional language added that requires residents to maintain a clear path so the water meter can be read. After discussion, President Ilgen forwarded to the Planning Commission the suggestion to review and update the Ordinances as discussed above. The Secretary was instructed to send letters to property owners about clearing meter pits and to the owner requiring a gate so access is available for the meter reader.

President Ilgen explained that Mr. Gunsallus has an opportunity to take a trip to Hawaii from February 28 through March 15, 2013. Currently the Borough has no policy about using this much consecutive vacation time. The consensus of Council was to approve this vacation time if people are in place to cover the work. Mr. Gunsallus reported that Justin Kerstetter has agreed to plow snow if necessary. Mayor Snyder agreed to write up a paragraph to cover future requests for extended vacations.

#### **PLANNING COMMISSION REPORT:**

A written report was reviewed. A motion was made by Ed Bowman and seconded by Leslie Warriner to accept the Planning Commission's recommendation not to rezone the empty lot at the west end of the Borough as requested by Mr. Hutchinson for the Family Dollar store. Motion carried.

**OLD ACTION:**

Continue to table discussion on Updates to the Web Page and Parking.

President Ilgen reported that on February 4, 2013 he and Mr. Lowenstein met with two owners of property in Smithtown Gap and they had no problem with the plan to timber. All property owners were contacted but several were out of town. He will contact the other owners again sometime in March to set up another meeting.

Letters received from DCNR about the ball field project were reviewed. The latest letter received stated the Borough will be receiving a check for the remaining \$5,750 from DCNR within the next four to six weeks. In the spring, after the Little League builds the dugouts, the Borough will send pictures showing the dugouts to DCNR to complete the project.

President Ilgen will get a draft newsletter out to Council members within the next week.

President Ilgen reported that he, Mayor Snyder and Leslie Warriner met with Amy Niewinski, the representative to the Centre County Library Board. Due to funding cuts, Centre County Library is considering closing the Philipsburg Branch, East Penns Valley Branch or the Book Mobile. An independent consultant will give an opinion on the closure. The Friends Group wants to expand the library. The Secretary was requested to gather information on utility costs for the building to explain the rental cost to the Library.

The Secretary explained that Centre County Recycling would like to move the third cardboard recycling unit back with the other recycling bins or put it to use somewhere else. We will check to see if there is room for the third cardboard unit to be placed behind the other two units.

**NEW ACTION:**

A motion was made by Kay Brown and seconded by Marlene Corl to appoint Thomas Heckman as the Emergency Management Coordinator to fill the vacancy created by Shawn Myers leaving Millheim Borough. Motion carried.

A motion was made by Kay Brown and seconded by Marlene Corl to approve the change for the employee's health care insurance from Capital Blue Cross to Geisinger. Motion carried.

President Ilgen explained that Stacy Richards from SEDA-Cog has talked with West Penn Power about the Energy Analysis for Millheim Borough. He has appointed a committee consisting of Alan Ilgen, Ed Bowman and Sharon Heckman as the Selection Committee to work with SEDA-Cog and West Penn Power. Information received from SEDA-Cog on Solar Shot technical assistance was discussed. President Ilgen will contact Ms. Richards for more information about this program.

A motion was made by Ed Bowman and seconded by Marlene Corl to exonerate Tammy Myers, Tax Collector, for the 2011 Supplemental Per Capita Tax and the 2012 Per Capita Tax lists as presented and turn the delinquent accounts over to J.P. Harris for collection. Motion carried.

A motion was made by Marlene Corl and seconded by Kay Brown to approve the purchase and installation of the new transmission from John Luse at a cost not to exceed \$3,100. Motion carried.

**COMMITTEE REPORTS:** None

A motion was made by Marlene Corl and seconded by Ed Bowman to approve the minutes from the January 8, 2013 meeting as presented. Motion carried.

A motion was made by Ed Bowman and seconded by Marlene Corl to approve the January budget report as presented. Motion carried. President Ilgen instructed the Secretary to repay the loan made from the Water Fund to complete payment on the ball field project as funds become available.

**SECRETARY'S REPORT:**

A written report submitted was reviewed. The Secretary reported that the geothermal system seems to be repaired but there were more problems than originally expected. She also explained about a fuel credit card that would be available through a Co-Stars program. Millheim Food Mart is the only gas station in town that is part of this program and if gas were bought at a non-participating station a Liquid Fuel Rebate would not be available. Consensus of Council was to not apply for the fuel credit card and to continue with the current gasoline purchasing practice.

A motion was made by Ed Bowman and seconded by Kay Brown to adjourn the meeting at 10:00 p.m.

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Sharon A. Heckman, Secretary-Treasurer