

**MILLHEIM BOROUGH COUNCIL
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P.O. BOX 421
MILLHEIM, PA 16854
(CENTRE COUNTY)**

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REORGANIZATION MEETING

January 3, 2012

Mayor Lauralee Snyder administered the Oath of Office to newly elected council members, J. Alan Ilgen and Leslie Warriner. Allen M. Miller, newly elected Constable, did not attend the meeting to take the Oath of Office or to receive his Certificate of Election.

Mayor Snyder then called the reorganizational meeting of the Millheim Borough Council to order at 7:02 p.m. with the following persons in attendance: Linn Auman, Kay Brown, Alan Ilgen, Tom Strelbel, Lauralee Snyder, Leslie Warriner, Sharon Heckman, Roy Rupert, Chad Richard, Carl Rote, Steven and Tina Welch.

Absent: Marlene Corl, John R. Miller, III, and Glenn Ripka

Everyone present joined in the Pledge of Allegiance to the Flag.

REORGANIZE:

Linn Auman nominated Alan Ilgen for Council President. Kay Brown moved to close the nominations. Motion carried and Alan Ilgen was unanimously elected as Council President.

President Alan Ilgen took charge of the meeting and requested nominations for Vice-President. Kay Brown nominated Linn Auman. Leslie Warriner moved to close the nominations. Motion carried and Linn Auman was unanimously elected as Council Vice-President.

The following appointments were made for Council Chairs:

Building/Insurance – J. Alan Ilgen
Personnel – Marlene Corl
Sewer – Linn Auman
Streets/Alleys – Kay Brown
Water – Leslie Warriner

A motion was made by Linn Auman and seconded by Kay Brown to retain the following other Borough appointments:

Solicitor – John R. Miller, III
Auditor – Rickey Bair
Local Emergency Management Administrator – Shawn Myers
Earned Income Tax Collector – Tammy Myers (Beginning in 2012 Centre County Tax Agency is collecting this tax but Mrs. Myers will need to close out the 2011 accounts.)
Borough Engineer – Will be bid on an as-needed basis
President Pro-Tem – Mayor Snyder (This position runs the meeting if both President and Vice-President are absent.)

Motion carried.

After discussion, it was properly moved and seconded to accept the following appointments for Borough Representatives to outside organizations:

Penns Valley Code Enforcement Agency – Marlene Corl
Penns Valley Regional Planning Commission – Lauralee Snyder – Elected Representative
Sharon Heckman – Non-elected Representative
Penns Valley Emergency Medical Services Board – Chad Richard
Fire Tax Committee – Alan Ilgen
Downtown Beautification Committee – Linn Auman and Leslie Warriner as alternate.

CITIZENS INPUT:

In response to a question raised by Chad Richard, President Ilgen explained the water leak was repaired and the issue will be discussed later in the meeting.

HARB REPORT: None

CODE ENFORCEMENT REPORT:

The Secretary reported that Mr. Ripka hasn't received the design information from Alex Bierly for a new sign to be placed on Alan Ilgen's property and he is recommending approval for the sign contingent on his review of the design. President Ilgen explained that

the original sign needed to be replaced. He tabled any decision on this sign permit until Mr. Ripka receives all the information for Council's review.

EMPLOYEE REPORTS:

Roy Rupert was present to discuss his written report. Mr. Rupert reported that he was able to get a copy of the plans of the water system from Nittany Engineering & Associates. He reported that PA Rural Water is coming on Friday to locate the valve on North Street and try to locate a water leak.

Steven and Tina Welch were present to discuss the fire hydrant repairs necessary because their 17-year old son hit the fire hydrant on the Main Water line on North Street with his vehicle at approximately 2:00 a.m. Mr. Welch explained that he came into the office that morning, after being told of the incident by his son, and explained the situation to the Borough Secretary. He also explained that his son has received punishment at home because he is no longer driving on his own. Mrs. Welch expressed regret for any inconvenience caused because of this incident. Mr. Auman and Mr. Rupert explained that there is no advantage to replacing this fire hydrant but the water loss caused by the incident was 104,000 gallons and 10,000 gallons were required to recharge the line. Mr. Welch explained that his son is a good boy but he made a mistake. President Ilgen explained that he thought that students were not allowed to drive after midnight if they were only seventeen and Mr. Welch explained that there is a \$30 fine if caught for this offense. Mr. Welch explained that if Council wants to impose community service they were okay with this. The consensus of Council was that Community service wasn't necessary since Mr. and Mrs. Welch are willing to make restitution for the damage caused. It may take awhile but when all costs are available for the labor, water usage, and materials a bill will be sent. Ms. Warriner recommended and Council agreed that Mr. and Mrs. Welch should have their son write a letter of apology for the inconvenience he caused the Borough residents which will be added to the next Borough newsletter.

PLANNING COMMISSION REPORT: None

OLD ACTION:

- The Secretary reported that the final photos of the playground installation requested by Wes Fahringer were emailed to Ms. Helterbran on December 30, 2011.
- Mr. Rupert is to get pictures of both the water and the sewer plant to be included on the Borough web pages.
- Ms. Warriner will contact Todd Smith of ELA Group because the ball field project is to be put out for bid by the end of January.

NEW ACTION:

- A sample application for employment used by Ferguson Township was reviewed. The consensus of the group was that with some adjustments, this application could be revised for use by Millheim Borough for the full-time borough employee position. Additional items to be included are physical requirements of the job (i.e., must lift 50 lbs. and how many miles the person should be able to walk, etc.) and the job description should be given with the application form. The full-time position is to be advertised in the Centre Daily Times for one weekend, posted on the web page and posted on the Career Link internet site.
- The Secretary explained that Joe Geise of Doty & Hench requested a quote from Trident Insurance for the Borough's liability insurance package and the proposal is \$3,000 less than the proposal submitted by our current provider, Selective Insurance. The coverage is the same with minor differences in the deductible amounts. A motion to change the Borough's liability package to Trident was made by Linn Auman and seconded by Kay Brown. Motion carried.

COMMITTEE/MAYOR REPORTS:

Linn Auman reported that Mr. Rupert is waiting for Matt Allen to look at the mixer at the sewer plant.

President Ilgen reported that Lisa Erickson of Centre Co. Library would like to meet about the room on the level between the Council Room and the Gymnasium. They are interested in discussing the possibility of renovating this room for the library's use.

A motion was made by Linn Auman and seconded by Kay Brown to accept the minutes of the December meeting as presented. Motion carried.

A motion was made Linn Auman and seconded by Kay Brown to approve the December budget report as presented. Motion carried.

SECRETARY'S REPORT:

A written report submitted by the Secretary was reviewed. Mrs. Heckman reported that she will be attending a retirement celebration for Jim Eckert and Joyce Beaty of Senator Jake Corman's office on January 19, 2011 and asked if anyone else is interested in attending. No one else will attend.

A motion was made by Kay Brown and seconded by Leslie Warriner to adjourn the meeting at 8:00 p.m. Motion carried.

Sharon A. Heckman
Sharon A. Heckman, Secretary-Treasurer