

MILLHEIM BOROUGH COUNCIL
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(CENTRE COUNTY)

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REORGANIZATION MEETING

January 6, 2014

Mayor Lauralee Snyder administered the Oath of Office to a newly elected council member, Ed Bowman, and tax collector, Kathy Highbaugh. Kay Brown, newly elected council member, and Doug Kalmbach, newly elected Constable, were unable to attend the meeting to take the Oath of Office.

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: Ed Bowman, Marlene Corl, Alan Ilgen, Lauralee Snyder, Leslie Warriner, Sharon Heckman, Kathy Highbaugh, Roy Rupert and Carl Rote.

Absent: Kay Brown, John R. Miller, III, and Glenn Ripka

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

REORGANIZE:

Leslie Warriner nominated Alan Ilgen for Council President and Marlene Corl seconded the nomination. 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. Ed Bowman nominated Leslie Warriner and Al Ilgen seconded the motion. Motion carried and Leslie Warriner was unanimously elected Council Vice-President.

A motion was made by Marlene Corl and seconded by Ed Bowman to retain the Council Committee Chair Persons as follows leaving the position vacant for streets and alleys committee until Kay Brown is officially sworn in. Motion carried.

Building/Insurance – J. Alan Ilgen

Personnel Committee – Marlene Corl

Sewer Committee – Ed Bowman

Water Committee – Leslie Warriner

Streets & Alleys Committee – Kay Brown will be appointed after she has been officially sworn in.

A motion was made by Leslie Warriner and seconded by Marlene Corl to approve the following Other Borough appointments:

Solicitor – John R. Miller, III

Auditor – Rickey Bair

Sewage Enforcement Officer – Pamela Winter and accept the Fee Schedule as provided.

First Alternate Sewage Enforcement Officer – Charles Herr, Jr.

Local Emergency Management Administrator – Thomas Heckman

Borough Engineer – Will continue to 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.)

HARB – Ed Bowman

Open Records Officer – Sharon Heckman

The Vacancy Board position is currently vacant but needs to be filled.

Motion carried.

A motion was made by Ed Bowman and seconded by Marlene Corl to approve the following appointments to Outside Organizations:

Penns Valley Code Enforcement Agency – Marlene Corl

Penns Valley Regional Planning Commission – Lauralee Snyder – Elected representative and Sharon Heckman – non-elected representative with both terms expiring in 2015.

Centre County Metropolitan Planning Organization (CCMPO) -

Penns Valley Regional Representatives – Coordinating Committee – Ray Hankinson

Technical Committee – Joel Myers

Penns Valley Emergency Medical Services Board (Ambulance Assoc.) – Dana Boob and Gary Stine

Fire Tax Committee – J. Alan Ilgen

Centre County Tax Collection Committee – Kathy Highbaugh, Leslie Warriner and J. Alan Ilgen

Downtown Beautification Committee – Leslie Warriner

Motion carried.

CITIZEN'S INPUT:

Kathy Highbaugh, newly elected tax collector, explained that she is opening a tax checking account and it should have a second signer on the account. Consensus was that the Council President should be the other authorized signer. The required Resolution to open this account will be completed and returned to First National Bank.

Betsy Forsythe explained that she wondered about the absence of a renewal clause on the Library Lease Agreement but she understood that a new lease for an extension agreement of the existing lease could be done in March 2014 if the Friends are going to remain in the building. A motion was made by Leslie Warriner and seconded by Marlene Corl to authorize Council President, Alan Ilgen to sign the Library Lease Agreement effective January 1, 2014. Motion carried.

EMPLOYEE REPORTS:

Roy Rupert reported that the samplers to test at different manholes in the sewer system were placed today and if there are any high readings another test will be done. Mr. Rupert explained that Omar King wants to continue renting the six acre parcel at the sewer plant but he would like to grow tobacco. The consensus of Council was to have the Solicitor prepare the contract with all terms the same as the last contract and mail it to Mr. King for his signature. Council agreed Mr. King cannot grow tobacco.

Mr. Rupert explained that a pump had been returned to USA Blue Book because he used it two or three times over a two-month period and it no longer worked. Even though he believed the returned pump should have been covered under a warranty, USA Blue Book continues to send bills for the replacement pump he received. The invoice for this replacement pump is \$681.11. The Secretary was instructed to write a letter to USA Blue Book explaining why the Borough is not paying this bill.

President Ilgen set an employee meeting for Friday, January 17, 2014 at 8:15 a.m. Mr. Rupert and Mr. Kerstetter are to bring a list of items that can be worked on during the winter.

A motion was made by Leslie Warriner and seconded by Marlene Corl to approve the services of John Nulty from Pittsburgh Industrial Controls (PIC) for eight hours at a cost of \$800 as described in his proposal dated January 2, 2014. Motion carried.

CODE ENFORCEMENT/HARB: No HARB meeting was held.

A written report of 2013 activity submitted by the Code Enforcement Office was discussed. Most of the complaints involved were in Millheim Borough because there are more ordinances to enforce than in Townships. A letter was submitted by Mr. Lesniak reporting on a hearing at the District Court relating to a citation issued for a violation of Millheim Borough Code Chapter 19 – Signs and Billboards. Mr. Bowman pointed out that the Millheim Borough sign ordinance is a mirror image of others but it has just been tweaked a bit more. Mayor Snyder suggested the ordinance should be reviewed and made simpler. President Ilgen instructed all Council members to read the ordinance by January 17 to interpret what may need done.

PLANNING COMMISSION:

A written report was submitted for review and discussion. The issue of removing parking spaces on West Main Street was discussed at the Planning Commission meeting but there was no recommendation to Council at this time. Further research will be done before a recommendation is made. The group also discussed the request from Dr. Ewaskiewicz for his two large window displays. Consensus of the Planning Commission was that displays are antiques, historical items of interest to the community, etc. but if you are offering something for sale from another business it is a sign. Mr. Ripka was to contact Dr. Ewaskiewicz and tell him that Council has said the Sign Ordinance is to be fully enforced and his request is not allowed.

OLD ACTION:

A motion was made by Marlene Corl and seconded by Ed Bowman to adopt Ordinance #253 Regulating the Operation of Recreational Vehicles Within the Borough Limits of the Borough of Millheim. Motion carried.

President Ilgen reported on his December 18, 2013 on-site meeting with Jeff Collins of PennDot. This meeting took place on West Main Street to review the curbing/water issue. The result of the discussion was that unless the property owners will accept a larger curb the water will continue to go down the alley and there is no other way to fix this problem. They also talked about the Penn Street water issue. District 2 Penn-Dot office would make any decisions on a project but Millheim Borough would have to commit to taking all future responsibility for maintenance, etc. of any storm drainage lines put in Borough streets. Randy Albert of District 2 and Mike Bloom of the Centre County Planning Office thought it would be worth discussing if this would be a maintenance issue or perhaps a TIP project. Consensus of Council was to have Mr. Bloom set up a future meeting with PennDot, the Borough and the MPO to discuss this further.

Notification has been received from Koge Suto that the requested Technical Correction change to “Millheim Borough and Haines Aaronsburg Municipal Authority Water Line Interconnection and Water System Improvements Project” has been approved. Robert Jacobs of the Centre County Planning Office will get started on the requested items to move this STAG project forward and he will let us know when he needs anything from the Borough.

NEW ACTION:

President Ilgen requested items for the Newsletter be brought to the Employee Meeting on January 17 so he can get the "Draft" ready for the February Council meeting.

COMMITTEE REPORTS: None

A motion was made by Leslie Warriner and seconded by Marlene Corl to approve the December 10, 2013 minutes as presented. Motion carried.

The Union Cemetery Account report for 2013 was discussed briefly because the investment income will not cover the increased snow removal/mowing costs for 2014. Council would like to have a copy of the plot plan for Union Cemetery.

A written Investment Recommendation submitted by the Borough Secretary was discussed. The recommendation is to set aside money in variable rate certificates of deposit for a new truck and sewer membrane replacements because earmarked money is less likely to be spent for routine items. A motion was made by Leslie Warriner and seconded by Marlene Corl to make the following monetary transfers:

\$10,000 from the General Fund checking account to a Truck Replacement Certificate of Deposit

\$10,000 from the General Fund checking account to a General Fund Certificate of Deposit that can be used for any necessary expenditures.

\$15,000 from the Sewer Fund checking account to a Sewer Fund Certificate of Deposit that can be used for any necessary expenditures.

\$10,000 from the Sewer Fund checking account to a Sewer Fund Membrane Replacement Certificate of Deposit.

Motion carried.

A motion was made by Ed Bowman and seconded by Marlene Corl to accept the December 2013 Budget reports as presented. Motion carried.

The written report submitted by the Secretary was reviewed. Rob Rhodes of West Penn Power should have a proposal for the February Council meeting with costs to install a flood light directing light to the Borough Building parking lot and a flood light directing light to the Borough Playground. This is a free estimate and the Borough is under no obligation to have this work done.

The Secretary requested Council approval to begin mailing a water bill to a contracted agent for a rental property. After discussion and review of the Solicitor's opinion, a motion was made by Ed Bowman and seconded by Leslie Warriner to allow a contracted agent to receive notice of a water bill as long as the property owners are advised that they remain responsible for the bill if the agent or tenant does not pay. Motion carried.

A motion was made by Leslie Warriner and seconded by Marlene Corl to adjourn the meeting at 8:42 p.m. Motion carried.

Sharon A. Heckman, Secretary-Treasurer