

**MILLHEIM BOROUGH COUNCIL  
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(CENTRE COUNTY)**

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**REGULAR MEETING  
March 12, 2013**

President Alan Ilgen called the regular meeting of the Millheim Borough Council to order at 7:02 p.m. with the following persons in attendance: Ed Bowman, Kay Brown, Marlene Corl, Alan Ilgen, Leslie Warriner, Sharon Heckman, Glenn Ripka, Mike Lesniak, Roy Rupert, Dan Guss, Michele Aukerman, Lauren Smith, Dave Grazier, Susan Haney and Joshua McCracken.

Absent: Lauralee Snyder

**CITIZEN'S INPUT:**

Lauren Smith from the Pennsylvania Association for Sustainable Agriculture (PASA) explained that a Bike Fresh event is being planned for August 4, 2013. This event will be co-sponsored by the Elk Creek Café. The event is a bicycling event that provides a choice for the bikers of a 25, 50 or 75 mile route on the roadway with the event ending at the Elk Creek Café for lunch. Mrs. Smith explained that she has secured permission from the Millheim Fire Company to use their property for parking. The Borough provided Mrs. Smith with a copy of the new permit application required by PennDot for these types of events. A motion was made by Leslie Warriner and seconded by Ed Bowman authorizing the Secretary to provide PASA with a letter of approval for this event. Motion carried.

Dan Guss introduced Michele Aukerman. He explained that she will be taking over for him. Mr. Guss reviewed his Engineer's Report with Council and explained that because the PennVest loan was amortized the interest can no longer be charged. The PennVest Pay Request #9 is \$6,139.45. He also reported that the Chapter 94 report has been given to Roy Rupert for his review. Some samples of water coming in had high BOD levels but that is because a grab sample is done rather than composite sampling. This may lead to discussion with DEP. The report from the HAMA meeting is that not much has changed because the matching funds are still a stumbling block to the project.

A motion was made by Leslie Warriner and seconded by Marlene Corl to approve payment of the invoice submitted by Uni-Tec in the amount of \$395.89. Motion carried.

A motion was made by Leslie Warriner and seconded by Ed Bowman to submit the PennVest Pay Request #9 in the amount of \$6,139.45. Motion carried.

The letter received from Connie Rishel regarding a problem with standing water on her sidewalk since the water line replacement project was discussed. Mr. Guss explained that when D.C. Ventre comes back to work in April some landscaping work will be done to see if the problem can be corrected so the water drains properly. They will also re-inspect the sidewalk at the Leitzel property to see if there is anything that needs corrected.

Susan Haney raised questions about who is responsible for street and sidewalk cleaning because of the antiskid used over the winter. She was told the Borough employees sweep the antiskid from the intersections, PennDot sweeps Rt. 45, and the property owners are responsible for cleaning the antiskid from the sidewalks.

John R. Miller entered the meeting at 7:30 p.m.

The Solicitor reported that HAMA decided to wait until the issue of matching funds for the project is resolved before making any decisions about the ownership of the water line in Haines Township.

A motion was made by Leslie Warriner and seconded by Marlene Corl to approve the Chapter 94 report contingent on Roy Rupert's review and comments. Motion carried.

**CODE ENFORCEMENT/HARB REPORT:**

Glenn Ripka reported that no HARB meeting was held. He reported on the following work being done:

- Dr. Joe Ewaskiewicz is putting on a new roof at the veterinary clinic but the building facade will not be changed.
- Vinnie Costaglio is working on an ice cream shop.
- Rebecca Fetterolf is doing work on the front porch at the property at 130 East Main Street. Ms. Warriner explained that the existing porch is not original and that Ms. Fetterolf has an image of the porch in 1920 that she plans to use for the restoration. Currently she is tearing off boards because the porch is in bad condition and she wants to see how much work needs done. Ms. Warriner will tell Ms. Fetterolf that she needs to contact the HARB for approval of her plans.

- Henry Beiler is in the process of purchasing the Heggenstaller Apartment building at 100 East Main Street. His plan is to open the bottom front of the building and wants to have a business occupy that space.

Susan Haney asked if the Borough owns the strip of land between Mill Street and the Race. The Secretary explained that the Borough owns the Race bank as far as Mill Street and from Mill Street south the land belongs to the property owners.

President Ilgen explained that the Penns Valley Code Enforcement Agency is requesting that an alternate representative be appointed in the event that the representative is unable to attend a meeting and he volunteered to serve in this capacity. A motion was made by Leslie Warriner and seconded by Ed Bowman to appoint Alan Ilgen as the alternate representative to the Penns Valley Code Enforcement Agency. Motion carried.

#### **EMPLOYEE REPORTS:**

Roy Rupert reported that he met with Nittany Controls at the Water Plant. The Citect license was located and is able to be used and he is able to use Team Viewer Software, which is free to log in to the water plant. A new computer was ordered through Nittany Controls with no markup on the cost.

Mr. Rupert explained that the phillimentis problem at the Sewer Plant is taking a lot of time. DEP is sending a person with experience in this problem to assist Mr. Rupert. The plant is still in compliance. He explained that the Hawbaker Construction Company requested permission to put job trailers at the Sewer Plant for the summer and they would be responsible for everything. This is requested because they will be replacing the bridge near the Buck farm on State Rt. 2011. Mr. Rupert was instructed to get a waiver from Hawbaker's holding the Borough harmless.

President Ilgen rescheduled the employee meeting to discuss matters of employment now that Mr. Ripka has retired. This meeting was set for Friday, March 22, 2013 at 8:30 a.m. in the Council room.

#### **OLD ACTION:**

Joshua McCracken was present to request an extension to the March 5, 2013 date the Borough gave him to connect his St. John's Church property on North Street to the public water/sewer service. He explained that the purchase of this property has not been completed yet but he was unable to get his attorney to prepare a letter of explanation for the meeting tonight. Mr. McCracken explained that the deed hasn't been transferred because the Church group is attempting to locate a document with all the heirs' signatures. Kay Brown explained to Mr. McCracken that she was on the Church committee involved with the sale of this property and she knows the Church received the document with all the appropriate signatures and who has the document. Mr. McCracken was instructed by Council to have his attorney do a letter explaining the situation for reevaluation at the April Council meeting. The Solicitor instructed Mr. McCracken not to occupy this property as long as there is no connection to the public water and sewer systems.

Rick Bair entered the meeting at 7:59 p.m.

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

President Ilgen reported that parking tickets have been issued. The rules and signs are posted so Code Enforcement should move on as they are.

President Ilgen reported that he hasn't set another meeting about the water land timbering because all the property owners haven't returned. He will set something up in the near future.

The Secretary reported that to date the final check for the ball field project from DCNR has not arrived.

President Ilgen distributed a draft newsletter to Council members. He would like any additional changes within the next few days so this newsletter can be printed and mailed.

Leslie Warriner reported on the Centre County Library meeting she attended. A consultant, hired by the Centre County Library, was present and asked questions. She explained that the comments made were more about marketing and nothing was said about the East Penns Valley Branch Library. Ms. Warriner explained that there are large costs associated with the Book Mobile. She also reported that because Clearfield County closed branch libraries the Clearfield County residents are using the Philipsburg Library. Items also to be considered for the next five years are:

- What will the library look like in the future because of the on-line books?
- Should more computers be purchased?

The request from Charles Boob to cut the dead trees on the water company property was discussed. The consensus of Council was to tell Mr. Boob he cannot cut the trees at this time but Council will do research getting information from the state on their permit process.

**PLANNING COMMISSION REPORT:**

A written report submitted was reviewed. Leslie Warriner explained that Appendix J would require a permit for a site plan. It would control terracing and compaction. There would also be no grading within two feet of the adjacent property.

**NEW ACTION:**

Rick Bair of ParenteBeard presented the 2012 Audit. He explained that this audit was still required to follow the GASB rules because the RUS loans were in place for most of 2012. Mr. Bair also explained that there is an anomaly in the water fund because the capital grant was recorded as an asset this year. The long-term look at the Borough's finances presented on page 4 of the report showed the Borough with \$1.5 million in assets, which is a strong position for the Borough. He reported that No Significant Deficiencies were found which is a strong and positive comment about the Borough. A motion was made by Ed Bowman and seconded by Kay Brown to accept the 2012 Auditor's Report as presented. Motion carried.

The Secretary explained that several years ago she was instructed by Council, as Secretary-Treasurer, to act as the Chief Administrative Officer (CAO) for the Borough's Pension Fund. At that time it wasn't necessary to adopt a Resolution to make this designation but that has changed and a Resolution is now required. The CAO signs and submits required forms that allow the routine processing of pension documents and is generally the manager, secretary or treasurer of a municipality. A motion was made by Marlene Corl and seconded by Kay Brown to adopt Resolution 2013-1 designating the Secretary-Treasurer of Millheim Borough to act as the Chief Administrative Officer (CAO) of the Borough Pension Plan. Motion carried.

The Secretary reported that she has been asked to allow her name to be considered for a 3-year term as a Trustee for the PSAB Municipal Retirement Trust and she would like Council's permission to serve in this capacity. This position would require three overnight meetings a year but there would be no cost to the Borough and she would use vacation time for these trips. Consensus of Council was that if the Secretary was interested they had no problem.

**COMMITTEE REPORTS:** None

A motion was made by Marlene Corl and seconded by Ed Bowman to approve the minutes from the February 12, 2013 meeting as presented. Motion carried.

The Secretary pointed out that the road salt purchased from Cargill has been paid from the General Fund this year instead of the Liquid Fuel Fund. This uses the money received in 2012 from the Act 13 (Marcellus Shale Tax Money) for maintenance of roads which is an allowable expenditure. A motion was made by Ed Bowman and seconded by Marlene Corl to approve the February budget report as presented. Motion carried.

**SECRETARY'S REPORT:**

A written report submitted was reviewed. The Secretary explained that Tel-Power and PennDot are working together to get the pole replaced that the truck driver hit at the traffic signal. The letter from the ClearWater Conservancy was discussed. The consensus of Council was to do nothing about the Watershed Cleanup Day because the Borough doesn't have any dump sites that need cleaned up.

A motion was made by Ed Bowman and seconded by Leslie Warriner to adjourn the meeting at 8:57 p.m.

*Sharon A. Heckman*

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Sharon A. Heckman, Secretary-Treasurer