

## MILLHEIM BOROUGH COUNCIL

225 EAST MAIN STREET

P.O. BOX 421

MILLHEIM, PA 16854

(CENTRE COUNTY)

FAX (814) 349-5733

PHONE (814) 349-5350

SPECIAL MEETING

October 27, 2014

President Alan Ilgen called the special meeting of the Millheim Borough Council to order at 7:00 p.m. with the following persons in attendance: Ed Bowman, Marlene Corl, Alan Ilgen, Lauralee Snyder, Leslie Warriner, and Sharon Heckman.

Absent: Kay Brown

**OLD ACTION:**

The Secretary presented the final PennVest Amortization Schedule, which needs President Ilgen's signature. The monthly payments are the same as they have been and the Solicitor approved the language of the document and the Secretary reviewed the payments made and they are correct. A motion was made by Leslie Warriner and seconded by Marlene Corl to authorize President Ilgen to sign the PennVest Amortization Schedule as presented. Motion carried.

The Secretary reported that a Right-to-Know Request was received from Ann Stapleton for all the concrete tickets for the waterline project. Since the Secretary doesn't have this information, a 30-day extension letter was sent to Ms. Stapleton and a Right-to-Know Request was sent to PennDot for the information. The Secretary was instructed to also send a Right-to-Know Request for this information to Uni-Tec.

**NEW ACTION:**

The Budget Discussion Items recommended by the Secretary were presented as follows:

**General Fund:**

1. Propose that whether or not the LED Conversion Grant is approved, we move forward and complete this project because of the rebates from West Penn Power that are only available on purchases made by April, 2015. Recommend using the annual donation of \$1,000 from Mifflinburg Bank to pay for a scaled down version of the project for Fountain Park/Parking Lot (i.e., new globes and LED bulbs) and General Fund money for the 10 downtown streetlights. (Total Capital Budget \$8,857.)
2. Propose using \$1,375 from remaining Cash Balance to budget General Fund because we are eligible for rebates from West Penn Power as a result of this LED conversion.

**Liquid Fuel Fund:**

1. Propose paying 1/3 of the truck from Liquid Fuel Fund instead of General Fund and leave the Truck Certificate of Deposit as it is for a future purchase. We are eligible to spend \$19,000 for Equipment Purchases with Liquid Fuel money.
2. Lighting costs could be less in 2015 if the LED Conversion is done.

**Water Fund:**

1. Propose purchase of \$9,896 for Roy's proposed 2015 Equipment purchase and purchase a Certificate of Deposit for \$7,500 for Filter Bed Replacement from 2014 funds because of additional timber revenue this year.
2. Propose paying 2/3 truck costs of \$34,910 from 2014 funds because of additional timber revenue this year.
3. Propose using the remainder of the timber revenue for addition to Certificate of Deposit for \$38,158.00.
4. Following the above proposals leaves a surplus of \$27,080 in the 2015 budget with no rate increase.

**Sewer Fund:**

1. Propose no rate increase this year because of the uncertainty of the estimated expenditures. The Secretary and Mr. Rupert recommend taking this year with the plant functioning normally with no extra testing, etc. to get better idea of costs before increasing user rates.
2. At this time we can expect to end the year with a Cash Balance of at least \$100,000.
3. As presented the budget would require \$43,950 from the beginning Cash to balance the budget with no rate increase. We believe the proposed budgeted Chemical Costs, Sludge Hauling, and Repair/Maintenance Supplies may be higher than necessary but we can't be sure until all changes are made to the plant and we see how it functions.
4. There are no Engineering costs built into this budget except for preparation of the Chapter 94 report.
5. This budget also assumes no additional buildings are removed from the sewer and that no buildings change use that lower the EDU rates.

**Fire Tax Fund:**

1. No information has been received from the Fire Company so it is assumed they do not intend to ask for money. An increase for Workers' Compensation has been built in but there is no information to base that on.

The Secretary explained that a change was made to increase the General Fund Budget line-item for Pension because of the increase in salaries and the addition of Justin Kerstetter as a full-time employee.

The Secretary explained that she has been approached by a person interested in helping with the Borough's Water Billing/Collection Process. The decision was made to add \$4,000 for a part-time water billing person based on 10 hours per week at \$8.00 per hour. <sup>227</sup>  
The Water Fund Capital Improvement line-item was decreased by \$4,000 to cover this additional cost.

The consensus of the group was to purchase the new truck with 2014 money using 1/3 of the cost from Liquid Fuel funds and 2/3 of the cost from Water Funds.

The Liquid Fuel Funds line-item for Paving would then become \$19,955.

The consensus of the group was to start a Certificate of Deposit for \$7,500 for the Filter Bed Replacement and to approve the purchase of \$9,896 for Mr. Rupert's proposed 2015 Equipment purchases from 2014 money.

The consensus of the group was to keep the Water Certificate of Deposit as it is instead of paying off portions of the loans in case of an emergency.

Mr. Rupert is to get a specific written quote that includes the height of the fence from R&R Fencing for the proposed chain link fence at the pump station.

The consensus of the group was to approve the Sewer Budget and the Fire Tax Budget as presented.

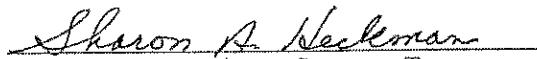
The consensus of the group was to use the same budget amounts as last year for the Downtown Beautification Fund with the exception of the \$1,000 donation from Mifflinburg Bank as revenue since that will be used for the LED Conversion as previously discussed. Ms. Warriner explained that Josh McCracken is working on the Gazebo at Fountain Park. He has donated his labor but will charge for the supplies. Ms. Warriner will order the bunting that were approved at a prior meeting.

The Secretary explained that the Library has requested the Borough provide bathroom supplies since they rent space and it is a public restroom. ~~The consensus of the group was to add \$200 to the General Fund Supply line-item to cover these costs.~~

The Secretary explained a young man has now expressed interest in mowing/snow removal at Union Cemetery. Consensus of group is that they are satisfied with the current contractor who has agreed to continue at the same price. There is no interest in bidding this work for the 2014-15 contract.

A motion was made by Leslie Warriner and seconded by Marlene Corl to tentatively adopt the budgets as discussed. Motion carried.

A motion was made by Leslie Warriner and seconded by Marlene Corl to adjourn the meeting at 9:30 p.m. Motion carried.

  
Sharon A. Heckman, Secretary-Treasurer