

MILLHEIM BOROUGH COUNCIL  
225 EAST MAIN STREET  
P.O. BOX 421  
MILLHEIM, PA 16854  
(CENTRE COUNTY)  
PHONE (814) 349-5350 FAX (814) 349-5733  
REGULAR MEETING  
December 20, 2019

President Alan Ilgen called the meeting to order with the pledging of allegiance at 9:00 AM. Council members in attendance: Al Ilgen, Robert Zeigler, Patty Beckenbaugh and Mayor Lauralee Snyder also in attendance Secretary/Assistant Treasurer Denise Immel. Absent Stephen Myers, Beth Cowher

Citizens Present: Carol King, U.S. Census Bureau

Ms. King was present at the meeting to encourage the Borough to promote participation of our residents in the 2020 census. Revenue that the Borough can receive each year is based on the total population, at \$2,036 per person per year, not reporting the correct number of people in your household can greatly affect the funds we receive.

Employee Updates: none

New Action Items:

Grubb Sewer Notice Letter:

Council members reviewed the letter as presented and as approved by solicitor. All agreed to have President Ilgen sign and send.

Warriner Reimbursement:

Council member reviewed receipts as presented, Robert Zeigler made a motion to approve payment to Ms. Warriner in the amount of \$690.62 for the 2017 and 2018 expenses seconded by Patty Beckenbaugh. Motion carried.

Radar Sign Update:

James Roman of PennDot has informed President Ilgen that the signs we have installed are not on the approved PennDot listing for liquid fuels funding. Mr. Roman and Mr. Painter of Traffic Logix are communicating for a viable solution. Mr. Roman has stated that if we disable the slow down function the signs would pass for funding. We will be requesting this in email or letter form for audit purposes.

Little League Mowing:

Over the past few years the Borough has been charging \$800.00 to the Millheim Little League for mowing the ballfield during the summer. Mr. Ilgen has received a request from a participant to have the Borough employees mow the lawn free of charge as the league is short on funds. Mr. Ilgen requested that representatives of the Little League come to a council meeting to present the request and discuss solutions.

Old Action Items:

Policies and Job Descriptions:

Council reviewed the proposed job descriptions and policies as presented. Robert Zeigler made a motion to approve the job descriptions as present and the Recruitment Policy, Credit Card Policy, Travel Reimbursement Policy, Information Technology and Technology Resources, Sexual Harassment Policy, Drug Free Workplace Policy, Tobacco Free Workplace, Retirement Policy and Complaint Procedures, seconded by Patty Beckenbaugh. Motion carried. Benefit Policy, Driver's Safety and Motor Vehicle Records Policy, Conditions of Employment and Millheim Borough Employee Evaluation Report will be revised and reviewed at next meeting.

Zoning Hearing Update:

President Ilgen reported that the Zoning Hearing Board met on December 18, 2019, Sharon Heckman was elected chairperson. Mike Lesniak of Code Enforcement was present along with Curt Bierly. Mr. Lesniak reported that the variance request, as presented by Mr. Bierly met the criteria. Following questions and discussion the board voted to approve the variance for the 80 foot antenna to be located on the roof of 104 West Main Street.

A motion was made by Robert Zeigler to approve the minutes as presented for the December 10, 2019 meeting, seconded by Patty Beckenbaugh. Motion carried.

Secretary's report:

There are two properties in the Borough that are on the list for Sheriffs sale. The properties will be monitored and liens files as appropriate.

Robert Zeigler made a motion to adjourn seconded by Patty Beckenbaugh. Motion carried. Meeting adjourned at 10:39 AM

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Denise Immel Secretary/Assistant Treasurer