

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 13, 2022

Katie Blume called the meeting to order at 7:00 PM with the pledge of allegiance. Council members in attendance: Robert Zeigler, Cecilia Gallup, also in attendance Solicitor John Miller, Denise Immel Borough Secretary/Assistant Treasurer and Sherry Corman Borough Treasurer/Assistant Secretary. Absent Beth Cowher, Nickelaus Engle and Mayor Steve Myers

Citizens present: none

Citizens Input: none

A motion was made by Cecilia Gallup to approve the November 08, 2022 as presented, seconded by Robert Zeigler. Motion passed.

A motion was made by Robert Zeigler to approve the November 2022 financials as presented, seconded by Cecilia Gallup. Motion passed.

Code Enforcement/HARB/Planning Commission Reports:

The Code Enforcement report was reviewed with no questions or comments. No reports from HARB or the Planning Commission.

Employee Reports:

This month has been geared towards preparing for winter. Changing out our small equipment and getting our plows and salt spreaders ready for the snowy months. Also finished up collecting the town leaves the first week of the month. Snow fence has been placed on Long Street. The Christmas tree was placed and ready for Merry Millheim. The borough might want to consider some kind of variation of an artificial tree for in at Fountain Park. Live Christmas trees are getting harder to come by and are only increasing in prices the years go by. An artificial tree will be one set price and will last many years. Every year as everyone knows the borough employees typically reach out to Dave McClintic (Center Wisp) and his bucket truck to hang our Christmas decorations. Like always this year was the same plan. On November 9th we reached out to Dave and asked for this yearly task. His response was he would get back to us. After multiple text messages and phone calls, Dave had responded December 1st and mentioned that he would no longer be able to put up the decorations due to his company and insurance issues. This was very last minute for us to decide on how to get our decorations up, after a lot of thinking and measuring for what would work. We found that a scissor sky lift was the best last minute option. We rented from J.S. Rentals costing around \$180 for the day for the piece of equipment. This resulted in only 7 of the 8 wreaths to go up. The 8th one was in a spot that was just too dangerous to operate the equipment, this was up on Plum St. Due to not having a bucket truck we were also not able to hang the banners that go along with the wreaths due to positioning of were the banners hang and the capabilities of the equipment. Again these results are due to last minute decision making. Hopefully we

will be better prepared for this next year. Our 2017 truck is due for inspection and will be getting yearly maintenance and new tires. We scheduled it in for December 6th.

The Geothermal unit is once again not working properly, Stan Bierly has presented an estimate for parts in the amount of \$1,170.00, stating it will take about a day to install estimate did not include any labor costs.

Water/Sewer Report:

The water plant is running great. The Borough has no worries on water restrictions. The SOC waiver will be renewed by the end of the year to cut out some unnecessary sampling and reduce cost.

The sewer plant is doing amazing since the new membranes have been installed, a plan is being developed with the manufacturer to have back up membranes available should one break.

New Action Items

Invoices:

The mowing of the Union Cemetery was delegated to our own maintenance crew for 2022. Adam DeGarmo tracked the hours spent and gas used to do this. The figures were calculated at a combined total of \$1,039.50. A motion was made by Cecilia Gallup to reimburse our General fund from the Union Cemetery Money Market account in the amount of \$1,039.50 and was seconded by Robert Zeigler.

Budget approval:

The 2023 Millheim Borough Budgets was advertised as required, a motion was made by Robert Zeigler to adopt the 2023 budgets as presented, seconded by Cecilia Gallup. Motion carried.

Resolution 2022-12:

A motion was made by Cecilia Gallup to adopt Tax Resolution 2022-12, levying the tax rate for the year 2023 at the same rate of 4.00 mills on the value of real property located within the Borough of Millheim as was levied in the year 2022, seconded by Robert Zeigler. Motion carried.

Fees:

Council members reviewed the current fee schedule, discussion was held but no decisions were made. Will be reviewed again in January.

2023 Meeting dates:

The meeting dates for 2023 were presented and a discussion was held. Council chose to continue to keep the council meetings set for the second Tuesday evening of each month at 7:00 PM and the Friday following 10 days later if needed at 8:30 AM. A motion was made by Robert Zeigler to approve the meeting dates as presented and seconded by Cecilia Gallup. Motion carried. Meeting dates will be published in the Lock Haven Express.

Benefits policy:

A motion was made by Robert Zeigler to adopt the new benefits policy which now includes 11 paid holidays and the vision and dental plan coverage, seconded by Cecilia Gallup. Motion carried.

Old Action Items

Update on infrastructure

SCREEN REPLACEMENT PROJECT: Upon in depth inquiry to DEP they could not find the permit application. Sherry confirmed that DEP had never cashed the check for the fee. We will resubmit the application. The new DEP system that is now in place is to use online submission which produces a

confirmation number. The original submission took place as they were transitioning their process from hard copy to electronic. A new submission has been completed. No new update since the October meeting.

DCED MULTIMODAL GRANT BRIDGE PROJECT: A site visit occurred to take measurements and photos of the Elk Creek Bridge. We are recommending that the Borough pursue a concrete box culvert as a replacement for the existing structure. This recommendation is based upon the shallow depth of the Race and the lack of cover. If we keep the opening similarly sized, we will not need to perform more complex studies as part of the permit application.

WWTP PROJECT – EQUILIZATION TANK: The Geotech performed the drilling on October 24, 2022. Converse Consultants delivered their report of soil bearing to Buchart Horn on December 2, 2022. We are moving into final design for the tank installation.

CLAREN COURT – ROAD ACCEPTANCE: A review of Claren Court is required prior to borough acceptance as a borough road. We performed a site assessment and reviewed approved drawings. Currently the developer needs to place the 9.5mm wearing course to be complete their construction responsibilities. Once the wearing course is complete Claren Court will meet the conditions to qualify to be added to Millheim Borough's Road inventory. We will not recommend adoption until the wearing course has been placed in compliance with the plans recorded for the development.

COMMONWEALTH FINANCING AUTHORITY: CFA has reopened the H2O PA and PA Small Water and Sewer programs. H2O PA is for projects between \$500,000 and \$20,000,000 and the Small Water and Sewer for projects between \$30,000 and \$500,000. The Application will be received until December 21, 2022. I have prepared documents based upon a project to replace the raw water main from the dam to SR 0455 and a section of old water main around the location of the raw water pumping station. This distance is approximately 3,500 LF with an estimated project cost of \$480,000.00 which would be a local share of \$72,000.00.

A motion was made by Robert Zeigler to have Buchart-Horn move forward with the grant application and authorize Katie Blume to sign the matching funds letter as well as adopt Resolution 2022-13 requesting the PA Small Water and Sewer program grant for \$408,000.00 from Commonwealth Financing Authority to be used for the water main replacement project. A designating Katie Blume and Nickelaus Engle as official authorized to execute all documents and agreement with CFA to facilitate and assist in obtaining the grant, seconded by Cecilia Gallup. Motion carried.

Update on solar project – no report

Tractor licensing:

A motion was made by Robert Zeigler to process any paper work necessary to have the new tractor street legal, seconded by Cecilia Gallup. Motion carried.

Parking:

A motion was made by Robert Zeigler to have Solicitor Miller execute and advertise an ordinance making it illegal to park on both sides of Mensch Street from East Main Street to its intersection of Walter Street, seconded by Cecilia Gallup/ Motion carried.

Secretary's Report

HCC CD:

A motion was made by Robert Zeigler to move the funds from the HCC certificate of deposit to the HCC checking allowing the funds to draw a higher rate of interest, seconded by Cecilia Gallup. Motion carried.

Holiday items for review:

A motion was made by Robert Zeigler to give \$100.00 to each employee who has been with the borough since January 2022 as a token of appreciation, seconded by Cecilia Gallup. Motion carried.

Pension audit:

The pension audit was completed on [redacted]. It is recommended a Chief Administrative Officer be appointed for signing purposes. Cecilia Gallup made a motion to appoint the Treasurer as Chief Administrative officer of the Borough pension plan, seconded by Robert Zeigler. Motion carried.

A motion was made by Robert Zeigler to adjourn, seconded by Cecilia Gallup. Motion carried. Meeting adjourned at 8:42 PM.

Denise Immel Secretary/Assistant Treasurer