

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 12, 2023

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

Citizens present: Mike Hanson from Penns Valley Little League

A motion was made by Cecilia Gallup to approve the November 14, 2023 minutes, pending spelling corrections on Zeigler, Blume and Gallup, seconded by Robert Zeigler. Motion passed.

A motion was made by Robert Zeigler to approve the November 2023 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:

Cim Besecker accepted the treasurers position her start date was December 5, 2023.

Recycling bins have been distributed, a few residents didn't want the bins and some wanted more than one. Within a few days all of the bins got sorted out. All equipment is ready for winter and mowers have been winterized. Christmas decorations were put up, including the Christmas tree at Fountain Park. The water fountain at the park has also been winterized.

The water plant is running smoothly.

Due to a loose hose on one of the membranes a high fecal count was received at the sewer plant. The hose is fixed and the plant is back to no-detect on fecal count.

The information from the new meter at the dam weir requires a lap top for downloading of information, the water plant does not have access to one. Robert Zeigler made a motion to allocate up to \$1,500.00 for purchase of laptop and necessary programs, seconded by Beth Cowher. Motion passed.

New Action Items

Invoices

Beth Cowher made a motion to pay Buchart Horn invoice 122583 in the amount of \$1,787.26 and invoice 122373 in the amount of \$4,479.30 for services rendered on equalization tank, seconded by Cecilia Gallup. Motion passed.

Beth Cowher made a motion to pay Greenland Construction their third installment in the amount of \$29,450.00 for services rendered on the plant screen and dam weir project, seconded by Cecilia Gallup. Motion passed.

Zoning board:

Robert Zeigler made a motion to appoint Jeff Stover solicitor for the zoning committee, seconded by Cecilia Gallup. Motion passed.

Article for website:

Ed Carter has requested the Borough publish his article entitled "How Your Small Enterprise Can Nourish Your Neighborhood" on the Millheim Borough webpage. Robert Zeigler made a motion to approve publication, seconded by Beth Cowher. Motion passed.

Staff reviews:

Katie Blume is meeting with each employee for a review. She is encouraging each one to attend training to enhance professional development.

Holiday items for review:

Robert Zeigler made a motion to give \$100.00 to employees who have been with the borough since January 2023 and \$50.00 to employee hired after July 2023 as a token of appreciation, seconded by Beth Cowher. Motion passed.

Direct deposit:

We have been notified that QuickBooks will be increasing from \$1.75 per paycheck to \$4.00 per paycheck. Robert Zeigler made a motion to continue with direct deposit at \$4.00 per paycheck, seconded by Beth Cowher. Motion passed.

LST contract:

Our current contract with Centre Tax Agency for Local Services Tax (LST) collection services is set to expire on December 31, 2023. Beth Cowher made a motion to renew the contract as presented, seconded by Cecilia Gallup. Motion passed.

Tax resolution:

Robert Zeigler made a motion to adopt Resolution 2023-12 levying the tax rate for the year 2024 at the same rate of 4.00 mills on the value of real property located with the Borough of Millheim, seconded by Cecilia Gallup. Motion passed.

Old Action Items

Infrastructure updates:

Dam weir:

Contractor has returned and completed the installation of the metering device at the dam. A substantial Completion Inspection will be performed and punch list created of incomplete work and then the project will be ready for final payment.

Liquid Fuels:

The application for funding from Centre County has been denied.

#### Bridge project:

The final design of the bridge footing that will support the bridging structure is being completed. Once completed we will proceed to the bidding phase. The plan is to bid this work this winter and award immediately to allow the shop fabrication work to take place prior to a time when field conditions are suitable.

#### Equalization tank:

Buchart Horn is currently working with a controls group to ensure the proper control phasing of the pump station and the tank. Once completed they will finalize the design for operator review. They have reached out to the operator to confirm the models of pumps and the pumping station to finalize the control design of the tank. They are also preparing the DEP Permit Application to have this treatment added to the plant.

#### 2024 LSA Grant:

The LSA Grant application was submitted on behalf of the Borough. The project submitted is to replace the old main water line along North Street.

#### 2024 Multimodal grant open:

This grant is set to expire on June 30, 2024. This grant is for \$300,000 and no funds have been drawn down. Beth Cowher made a motion to request an extension for another year (June 2025) to complete the project, seconded by Robert Zeigler. Motion passed.

#### VCBA update:

Summerfest is scheduled for July 27 and July 18, 2024. VVCBA is researching the possibility of closing Penn Street from Race Street to Mill Street for vendor booths. They are also researching a Halloween parade and Christmas parade.

#### Streets and parking:

After review of the road descriptions, Robert Zeigler made a motion to have Solicitor Miller draft the ordinance for ordained streets in the Borough, seconded by Cecilia Gallup. Motion passed.

#### Little League:

Penns Valley Little League presented a proposal to renovate the old gymnasium into an indoor training area for players. This would include batting cages and pitching mound. PVLL is willing to supply labor and materials for the project. Robert Zeigler made a motion to have Solicitor Miller draft a lease for the use of the space, lease to include a clause prohibiting PVLL from renting the space to other organizations, labor and materials will be used as rental fee, seconded by Beth Cowher. Motion passed.

#### Pool/Recreation:

A proposal for inspection of the swimming pool has been received, \$6,750.00. The swim team has researched the cost of a feasibility study for the pool cost would be around \$15,000.00, they are also considering the possibility of running Penns Valley Park and Rec Association. Grants are being investigated. Discussion was held on forming a Recreational Authority.

All believe the pool is a valuable part of Penns Valley and we need to try to find a way to save.

#### Center Street Ordinance:

Robert Zeigler made a motion to adopt Ordinance 276 amending Chapter 15, part 3, section 305 of the Millheim Borough Code of Ordinances by prohibiting parking, standing or stopping of vehicles on the

north side and the south side of the right-of-way of Center Street from Penn Street to Water Street, seconded by Beth Cowher. Motion passed.

Secretary's Report – no report

Cecilia Gallup made a motion to adjourn, seconded by Beth Cowher. Motion passed. Meeting adjourned at 8:15 PM.

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Denise Immel Secretary/Assistant Treasurer

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