

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  
November 12, 2024

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

Citizens present: Kathy Highbaugh

Citizens input: none

A motion was made by Robert Zeigler to approve the October 08, 2024 minutes with the correction of Penns Valley code lease from a percentage to \$400.00, seconded by Cecilia Gallup. Motion passed.

As the Borough's CD/money markets with Mifflinburg Bank are maturing on November 24, 2024, a motion was made by Robert Zeigler for Treasurer, Cim Besecker to use her discretion to obtain the highest rate of return on the Borough funds, seconded by Cecilia Gallup. Motion passed.

A motion was made by Robert Zeigler to approve the October 2024 financials, seconded by Beth Cottrell. Motion passed.

Code Enforcement/HARB/Planning Commission reports:

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

Employee Reports:

October is the start of our brush and leaf cleanup for town. This year the Borough kept to the traditional 1 week of brush collection, but we will be picking leaves up on a weekly basis until it is necessary to install salt spreaders or no more leaves are out. Cold patch has been placed at some additional spots as well as along some berms to prepare for winter. Mr. Matt Kenepp is getting a bid packet together for a large section of road that needs attention. This includes North High St, Hillcrest Ave, and North Cherry St. This is the first step needed for grant applications.

New Action Items

Invoices:

A motion was made by Cecilia Gallup to pay from ARPA funds the invoice to A3 USA in the amount of \$15,000.00 for the purchase of two U70 membrane modules to be held in rolling stock as required by DEP, seconded by Robert Zeigler. Motion passed.

FY 25 Budget:

Robert Zeigler made a motion to approve the tentative sewer budget for 2025, seconded by Cecilia Gallup. Motion passed.

Beth Cottrell made a motion to approve the tentative liquid fuels budget for 2025, seconded by Cecilia Gallup. Motion passed.

Robert Zeigler made a motion to approve the tentative fire budget for 2025, seconded by Beth Cottrell. Motion passed.

Beth Cottrell made a motion to increase the water flat fee from \$22.00 a month to \$25.00 a month to eliminate the 2025 budget deficit and approve the tentative water budget with said increase for 2025, seconded by Cecilia Gallup. Motion passed.

Cecilia Gallup made a motion to have solicitor John Miller prepare a resolution reflecting the monthly flat rate fee to \$25.00, seconded by Robert Zeigler. Motion passed.

Robert Zeigler made a motion to approve increasing the tax millage from 4 mills to 5 mills to eliminate the general budget deficit for 2025 and to approve the tentative general budget with said increase for 2025, seconded by Beth Cottrell. Motion passed.

Beth Cottrell made a motion to have solicitor John Miller prepare and advertise an ordinance reflecting the tax increase, seconded by Robert Zeigler. Motion passed.

Beth Cottrell made a motion to have Secretary Denise Immel place the advertisement required for public review of the 2025 tentative budgets, seconded by Robert Zeigler. Motion passed.

Solvency Fee:

Beth Cottrell made a motion to waive the solvency fee for the year 2025, seconded by Robert Zeigler. Motion passed.

Old Action Items

Infrastructure update:

DCED Multimodal Grant Bridge Project:

The plan is to have bidding documents completed and ready for winter bidding with construction starting in early spring.

WWTP Project– Equalization Tank:

Project is currently out for bids.

Raw Water Main Replacement:

Base mapping is completed, Buchart Horn is moving forward with design documents. This project is approximately 70% complete and will be ready for spring construction

CFA LSA Statewide Grant:

CFA did meet and awarded the LSA project. Millheim was not selected.

Cecilia Gallup made a motion to adopt resolution 2024-10 to reapply for the North Main Street Water Main Replacement and include the purchase of a pickup truck and snowplow for water and sewer use, seconded by Beth Cottrell. Motion passed.

DEP LT2 Permit Application:

The permit has been issued. Some conditions of the permit require some additional discussions with Justin Kerstetter.

Fire Escrow Ordinance:

Robert Zeigler made a motion to adopt Ordinance 279, regulating the payment of fire insurance proceeds for fire damage to structures located within the Borough of Millheim and establishing penalties for violations of the ordinance, seconded by Cecilia Gallup. Motion passed.

EADS report update:

Report was reviewed. Mr. Parkes was not present to offer explanations.

ARPA final obligations:

All remaining funds must be spent or obligated by December 31, 2024.

A motion was made by Robert Zeigler to replace the compressor pump at the water plant if it is deemed to be beyond repair, seconded by Beth Cottrell. Motion passed.

Lease Renewals:

Beth Cottrell made a motion to terminate and rewrite the Penns Valley Code lease to include increasing the monthly rent to \$400.00 2025 and a 5% yearly increase for 2026 and 2027 with a term of 3 years, seconded by Robert Zeigler. Motion passed. A termination letter will be given to Penns Valley Code prior to December 01, 2024.

Cecilia Gallup made a motion to renew the East Penns Valley Library lease for an additional 2 years with no changes, seconded by Robert Zeigler. Motion passed.

Secretary's Report

Jersey Shore loan payment:

The bi annual loan payment to Jersey Shore will be due in November. Beth Cottrell made a motion to transfer funds as need to cover the payment, seconded by Robert Zeigler. Motion passed.

A motion was made by Cecelia Gallup to adjourn, seconded by Beth Cottrell. Motion passed. Meeting adjourned at 8:40 PM.

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Denise Immel, Borough Secretary

