

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 11, 2025

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 Nickelaus Engle. Also in attendance Cim Besecker, Borough Treasurer, Denise Immel, Borough Secretary and Solicitor John Miller. Absent: Mayor Steve Myers and Beth Cottrell.

Citizens present: John Segursky, Buchart Horn

Citizens input: none

A motion was made by Cecilia Gallup to approve the October 14, 2025 council minutes, seconded by Nickelaus Engle. Motion passed.

A motion was made by Robert Zeigler to approve the October 2025 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. An ordinance violation enforcement policy has been received, outlining a clear process that would handle code violations within the borough. No decision was made on which ordinances this would cover. Solicitor Miller is reviewing Borough Code to see if this would require each ordinance be revised or if we can adopt this as an ordinance to cover individual violation. No reports from HARB or Planning Commission.

Employee Report:

Michael Confer and Adam DeGarmo have completed their 3 year flagger training recertification. A meeting was held with the Penns Valley School District to go over procedures for delays and cancellations. This is a beneficial meeting as all the townships and boroughs learn bus schedules including pick up and drop off points. This helps employees delegate how routes are established for winter maintenance. The last week of October started brush clean up. We got two full loads of chips. With the new chipper box we built last year we can fit 11.85 cubic yards of material. That triples the amount we could fit before and makes clean up and delivery a much easier process. November will start leaf collection and we will pick up every week until snow becomes more frequent.

New Action Items

Invoices:

A motion was made by Cecilia Gallup to pay invoice #72985 in the amount of \$9,391.82 and invoice to Miller, Kistler & Campbell for the 2025 retainer and costs advanced by solicitor, seconded by Robert Zeigler. Motion passed.

Budget approval and advertisement:

A motion was made by Robert Zeigler to approve the 2026 proposed budget for advertisement, seconded by Cecilia Gallup. Motion passed. Secretary Immel will notify Lock Haven Express to advertise.

Fire payments:

A motion was made by Nickelaus Engle to adopt Resolution 2025-09 authorizing the expenditure of \$2,511.15 from the funds collected by the Millheim Borough from the fire tax to the Millheim Fire Company for fire truck loan payments, seconded by Robert Zeigler. Motion passed.

A motion was made by Cecilia Gallup to adopt Resolution 2025-10 authorizing the expenditure of \$2,818.81 from the funds collected by the Millheim Borough from the fire tax to the Millheim Fire Company for workers' compensation insurance, seconded by Nickelaus Engle. Motion passed.

EMS Resolution:

A motion was made by Cecilia Gallup to adopt Resolution 2025-11 authorizing the expenditure of \$7,708.00 to the Penns Valley EMS for the Borough's contribution for 2025 coming from the Local Service Tax (LST) funds, seconded by Cecilia Gallup. Motion passed.

Library donation:

A motion was made by Cecilia Gallup to authorize the budgeted 2025 donation to the East Penns Valley Library in the amount of \$500.00, seconded by Nickelaus Engle. Motion passed.

Park and Rec account and funding:

Park and Rec account has been established with Central Penn Bank, opening balance \$1,985.95 as per motion from the October 29, 2025 budget meeting.

Solvency fee:

A motion was made by Robert Zeigler to waive the 2026 solvency fee of \$363.12, seconded by Cecilia Gallup. Motion passed.

Surge protection on traffic light:

Kuharchik Construction presented a proposal in the amount of \$1,650.00 for labor, material and equipment necessary to install a new surge protection device in the controller cabinet for the traffic light, a voltage line and service light will all be installed in the controller cabinet, a motion was made by Nickelaus Engle to approve the proposal and pay from the liquid fuels account, seconded by Robert Zeigler. Motion passed.

Laundry Joe's EDU reduction:

Mr. and Mrs. Steffen have closed the laundry mat on West Main Street. They will be maintaining the current apartment and renovating the second apartment for use they are requesting a reduction in charges to reflect the changes. A motion was made by Robert Zeigler to reduce the EDU's from 5 to 2 with no tapping fee, seconded by Cecilia Gallup. Motion passed.

LSA grant:

John Segursky advised council of another LSA grant that is available November 2025. This is a grant that requires no matching dollars from the borough. A motion was made by Robert Zeigler to authorize Buchart Horn to a grant that would cover a generator for the water plant and an aeration system for the

equalization tank, also to have Mr. Segursky speak to Mr. Kerstetter for any additional need that could be added to grant, seconded by Nickelaus Engle. Motion passed.

Old Action Items

Infrastructure updates

Equalization tank:

Buchart Horn is trying to meet with operator to modify the project scope on the civil site side, they have spoken with the low bidder and that company feels with the proposed changes we could see a project between \$80 - \$100k. The permit application is in the works and will be submitted once completed.

Multimodal bridge grant:

Buchart Horn is working with Chilton Design to finalize drawings and specifications for bidding, awaiting final drawings. Hillis Carnes has been contacted on the status of the Geotech report. They indicated they are waiting on an executed agreement to proceed. A motion was made by Nickelaus Engle to execute the Hillis Carnes agreement, seconded by Cecilia Gallup. Motion passed Katie Blume signed the agreement and returned to Buchart Horn for delivery to Hillis Carnes.

Raw water main replacement:

Change order NO 2 for the adjustment of actual installed quantities in the amount of \$844.70 was presented for approval. A motion was made by Cecilia Gallup to approve the change order for \$844.70, seconded by Robert Zeigler. Motion passed

The contractor has completed the installation of the project and have submitted their as-built drawing. Application number 2 for payment in the amount of \$99,463.17 was presented for approval. A motion was made by Nickelaus Engle to authorize payment to Hogans Heroes dba J5 Construction in the amount of \$99,463.17, seconded by Robert Zeigler. Motion passed.

Hodson Energy agreement:

Solicitor Miller has found some minor items that need corrected. He will update agreement and forward to borough for signature. Robert Zeigler made a motion to sign the agreement with changes and provided tenant agrees to provide tenant insurance on the improvements on infrastructure and panels, seconded by Cecilia Gallup. Motion passed.

Centre County liquid fuels application:

We have received an email from Centre County in regard to our application, question if we would be able to increase our contribution to the project. Per email other municipalities are willing to contribute 20 – 25%. It appears the application would be looked at more favorably if we contributed additional funds. A motion was made by Robert Zeigler to increase our matching funds from 10% to 25%, seconded by Nickelaus Engle. Motion passed. Mr. Zeigler will notify Centre County of decision.

Claren Court:

Documentation has been received confirming that Claren Court has been added to the liquid fuels listing.

VCBA:

Merry Millheim will be happening on Friday, December 12th, from 5 pm - 8pm with Santa coming to town, and ornaments being handed out and Saturday, December 13th, from 11 am – 6 pm with a live nativity and choir. It is confirmed that the Millheim Hotel will do music at 1PM and have vendors in their back area. The Olde

Village Mercantile will be doing an event known as "Merry Memories" with children and pets on the 14th during their business hours of 10 am - 3 pm at their location in Aaronsburg.

Approve First Responder policy:

A motion was made by Robert Zeigler to adopt the revised First Responders Policy changing the wording from Penns Valley to Penns Valley Area School District, seconded by Nickelaus Engle. Motion passed.

End of year purchases:

A motion was made by Nickelaus Engle to approve the purchase of computers equipment and configuration as presented by Digital Media Productions in the amount of \$4,124.91, seconded by Cecilia Gallup. Motion passed.

Lions Club offer to Millheim for the park and pool

Memorandum of Understanding:

Solicitor Miller will prepare a memorandum of understanding and a deed to transfer the property.

Citizens input – on behalf of Russ Burkholder – Solicitor Miller will investigate and clarify PUC policy for serving water clients outside of the municipality.

A motion was made by Cecilia Gallup to adjourn, seconded by Robert Zeigler. Motion passed. Meeting adjourned at 8:28 PM.

Denise Immel, Borough Secretary