

MILLHEIM BOROUGH COUNCIL
225 EAST MAIN STREET
P.O. BOX 421
MILLHEIM, PA 16854
(CENTRE COUNTY)
PHONE (814) 349-5350 FAX (814) 349-5733
REORGANIZATIONAL MEETING
January 05, 2024

Notary Denise Immel administered the Oath of Office to the Borough's newly elected Mayor, Nickelaus Engle.

Mayor Nickelaus Engle called the meeting to order with the pledging of allegiance at 7:00 PM. Council members in attendance: Robert Zeigler, Beth Cottrell, also in attendance Secretary Denise Immel, and Treasurer Cim Besecker. Absent Solicitor John Miller.

Citizens Present: Tess Weigard, Angel Weigard, Frank Weigard and Amber May

Mayor Engle asked the newly elected council members and tax collector to stand and administered the Oath of Office to Cecilia Gallup, Marissa Evankovich and Kathy Highbaugh. After the swearing in ceremony Mayor Engle called for nominations for council president. Robert Zeigler nominated Katie Blume seconded by Beth Cottrell. Mayor Engle asked for additional nominations, with no other nominations or objections all voted for Katie Blume for council president. President Blume asked for nominations for council vice president. Katie Blume nominated Cecilia Gallup seconded by Robert Zeigler, with no other nominations or objections all voted for Cecilia Gallup for council vice president.

A motion was made by Robert Zeigler to approve the December 09, 2025 minutes as presented, seconded by Beth Cottrell. Motion passed.

A motion was made by Beth Cottrell to approve the December 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. The fines and letters email listing various ordinances code enforcement feels would benefit to add various fines for infraction was reviewed.

A motion was made by Robert Ziegler to proceed with this process and instruct Solicitor Miller to draft the ordinance for council to review, seconded by Cecilia Gallup. Motion passed.

No reports from HARB or the Planning Commission.

Employee Reports:

After Thanksgiving an order was placed for a 9 foot artificial tree, it arrived on December 8th and was installed at Fountain Park, decorated and was ready for Merry Millheim. Heritage Electric was contacted to help with electrical problems, they came on December 12th and fixed the problem outlets for the Christmas decorations, they also fixed the dusk to dawn light on the side of the Borough building. Through the month of

December time was spent prepping roads for small storms and storm clean up. An order was placed and received for the two replacement street brooms from Hoover Tractor.

A motion was made by Robert Zeigler to approve Justin Kerstetter's request for one (1) week vacation payout as written in the employee handbook, seconded by Cecilia Gallup. Motion passed

New Action Items

Invoices:

A motion was made by Cecilia Gallup to pay invoice #25-273-W2 in the amount of \$\$174,250.00 to Kappa Associates for the second installment of the equalizer tank (aquastore tank model 4215-SSTT), seconded by Beth Cottrell. Motion passed.

Council Committee Appointments:

Robert Zeigler made a motion to accept the following appointments, seconded by Beth Cottrell. Motion passed.

Building & Insurance Committee – Cecilia Gallup

Personnel Committee: Katie Blume

Sewer Committee: Beth Cottrell

Streets & Alleys: Robert Zeigler

Water Committee: Marissa Evankovich

Review Board/commission appointments:

A motion was made by Cecilia Gallup to adopt Resolution 2026-01 appointing Curt Desousa to a three (3) year term on the Millheim Borough Zoning Committee, seconded Beth Cottrell. Motion passed.

Auditor engagement letter:

A motion was made by Cecilia Gallup to approve Katie Blume signing the engagement letter as presented by Baker Tilly for the 2025 financial audit, seconded by Beth Cottrell. Motion passed.

All other appointments:

A motion was made by Robert Zeigler to appoint the following:

Solicitor: John Miller III, Engineer: Buchart Horn, Open Records Officer: Nickelaus Engle, President Pro-Tem: Cecilia Gallup, Zoning Officer: Michael Lesniak, Chief Administrative Officer: Cim Besecker, Vacancy Board: Richard Gallup, Local Emergency Management: Scott Long, Regional Planning: Robert Zeigler, Fire Tax Committee: Cecilia Gallup, Beautification Committee: (Fountain Park) Amber May, seconded by Cecilia Gallup, Penns Valley Code Enforcement: Robert Zeigler, Penns Valley EMS: Gary Stine seconded by Cecilia Gallup. Motion passed.

A motion was made by Beth Cottrell to appoint Justin Dashem and John Howell (Penns Valley Code Enforcement) as the Millheim Borough sewer enforcement officers and: Laron Horner as the Millheim Borough alternate Sewer Enforcement officer, seconded by Robert Zeigler. Motion passed.

Account signers:

A motion was made by Robert Zeigler to remove Steve Myer as a signer on all financial accounts associated with the Borough tax identification number and add Nickelaus Engle, along with Denise

Immel, Katie Blume and Cim Besecker as signers on all financial accounts associated with the Borough tax identification number, seconded by Cecilia Gallup. Motion passed.

EDU review

Process establishment:

Katie Blume, Beth Cottrell and Denise Immel met to review the existing EDU structure. Based on information obtained from surveys obtained from local business and landlords it was discovered that there is inaccuracies and inconsistencies in the number of EDU's assigned to various properties within the Borough. Solicitor Miller will be asked to amend the current EDU guidelines for restaurants to increase the seating from 20 to 30 per EDU based on fire code occupancy. A motion was made by Beth Cottrell to send a certified letter to all properties that will see a change in their EDU structure, seconded by Robert Zeigler. Motion passed.

Reduction and increase:

Simon Leach has closed the pottery business at 105 Dana's Drive. He is requesting a reduction in EDU charges, from 1.5 EDU to 1 EDU, to reflect this change. A motion was made by Robert Zeigler to reduce the EDU's from 1.5 to 1 with the understanding if he or a new owner decide to rent or reopen the additional unit at 105 Dana's Drive a new tap on fee will be required and additional EDUs added to the account, seconded by Cecilia Gallup. Motion passed.

Sid Allen has discontinued the rental of the second unit in his property located at 101 Walter Street. He is requesting a reduction in EDU charges, from 2 EDU to 1 EDU, to reflect this change. A motion was made by Robert Zeigler to reduce the EDU's from 2 to 1, with the understanding if he or a new owner decide to rent the additional unit at 101 Walter Street, a new tap on fee will be required and additional EDUs added to the account, seconded by Cecilia Gallup. Motion passed.

Old Action Items

Infrastructure Updates:

DCED Multimodal Grant Bridge:

The Geotechnical report was received on 12/31/2026. It has been forwarded to the structural engineer at Buchart Horn so that he can complete his design work on the plans and specifications.

WWTP Project- equalization tank:

Mid Atlantic Storage Systems and Kappe has sent Buchart Horn a final submittal to approve. They are looking at mobilizing next week to begin the foundation work. Buchart Horn has discussed the issues and changes to try to get a better price proposal for the civil work. The permit application is in the works and will be submitted once completed.

Commonwealth Financing Authority – 2024 LSA Grants:

CFA met and made decisions on the 2024 LSA Grants and the Borough was not selected in that round. We still have a few more applications in the queue.

DEP Dam Inspection:

DEP completed the annual inspection of the dam on Philips Run. There were items that they felt were critical to address. Buchart Horn has reached out to the inspector to talk through the items he noted. Here are the items listed: 1. Remove the debris that has accumulated along the weir (ongoing

maintenance) 2. Repair the draw down system of the dam. The existing drawdown system is not operational but there is a system that can complete that function. If he is not satisfied with the operation we can easily install a valve at the dam since the raw water line was replaced 3. Concrete repair of the spillway and abutments. This item is the one that is most concerning. Once Buchart Horn understands that scope of repair he is suggesting we can understand the issue more clearly.

Accept County liquid Fuels:

Centre County has awarded the Borough funds to improve High Street, Hillcrest Avenue and Cherry Street. A motion was made by Robert Zeigler to accept the funding and authorize Katie Blume to sign the MS-339 form, seconded by Beth Cottrell. Motion passed.

Secretary's Report:

Statement of Financial interest were disbursed, completed and returned by members present.

A motion was made by Marissa Evankovich to adjourn, seconded by Cecilia Gallup. Motion passed.
Meeting adjourned at 8:20 PM.

Denise Immel, Borough Secretary