

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
May 12, 2026

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

Citizens present: Amanda Grubb, David Grubb and Bill Coger, Amber May and Michele Aukerman for Rettew

A motion was made by Robert Zeigler to approve the April 14, 2026, council minutes and the April 14, 2026 town hall minutes correcting BWA date to 02/21/2026 and inspection dates to 02/23 and 02/24 2026, seconded by Cecilia Gallup. Motion passed.

A motion was made by Robert Zeigler to approve the April 2026 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. A request was made by Katie Blume to have Robert Zeigler ask for additional information on the reports including status of complaints. No reports from HARB or Planning Commission.

Employee Reports:

When the new raw water line was put in a new gate was installed at the access point of Phillips Creek. The old Screen room building was taken down and a gate was installed. With the clearing of debris and trees for the project, the new gate is too small. It is still allowing ATVs to go around and after our reservoir they are riding directly up through Phillips Creek. With recent findings, we are putting in a request for two different options. 1 we could put a new gate at the bottom of the entrance of Phillips Creek. This is technically not on Borough property though. 2 we could take the current gate out and put it up at our reservoir. This would stop motor vehicles from going past the reservoir and crossing Phillips Creek. We could include NO MOTORISED VEHICHLE signs as well. We think option 2 is the best.

Brush cleanup was held in April with 1 and a half truckloads of chippings collected and delivered and to customers. Street sweeping has started and we will let everyone know when it is all finished up. Mowing season is here so we have been consistent with our landscaping maintenance and property grooming. This is the first year we are fully taking care of the swimming pool property so we are getting the routine figured out. We have been cold patching where we see it needed, along with a major patch project on Park Road. We completed a large patch right after the bridge and another corner patch at the intersection of Park Road and North St. This is also the time of the year we switch all of our seasonal

equipment around and we also put the new street sweeping brooms on our skid steer and tractor, both brooms lasted a little over 3 years of sweeping.

A motion was made by Robert Zeigler to move the existing gate to the reservoir and add no motorized vehicles beyond this point signage, seconded by Cecilia Gallup. Motion passed.

New Action Items

Invoices:

A motion was made by Robert Zeigler to approve payment of invoice numbers 32578 in the amount of \$1,499.00 and 32577 in the amount of \$3,980.50 to Rettew for professional services rendered, invoice 1460073 to DEP for the Safe Drinking Water annual fee of \$1,000.00, invoice 24748 in the amount of \$597.50 to Integrity Accounting for payroll services and report filing, invoice 54609A to Roberts Water Technologies for 2 4" Bray butterfly valves in the amount of \$5,250.00 and invoice 9005656 in the amount of \$14,200.00 to Arro Water Services for professional services for March 2026, seconded by Cecilia Gallup. Motion passed.

Town Wide Yard Sales:

A motion was made by Rober Zeigler to approve holding town wide yard sales on June 18, 19, 20 and 21 to coincide with the Fireman's Carnival, this sale will not count toward the 3 free sales and a permit will not be required, seconded by Cecilia Gallup. Motion passed.

Fish and Game:

Millheim Borough received a settlement agreement from PA Fish and Boat Commission for damages to Pennsylvania's resources instead of pursuing criminal action. A motion was made by Robert Zeigler to authorize Katie Blume to sign the settlement agreement for pollution of waters and make payment of \$4,000.00 to PA Fish and Boat, seconded by Cecilia Gallup. Motion passed.

Chapter 94:

DEP received our annual waste load management report (Chapter 94), based on the information submitted organic overload was noted in both April and June of 2025, a corrective action plan will need to be submitted by July 20, 2026. Rettew will be addressing the CAP and at this time recommends increasing the number of times samples are taken with in the month.

Call multiplier:

A motion by Robert Zeigler to invest \$5,000.00 into the service of Call Multiplier, giving the Borough another way of reaching out to all residents to alert of emergency situations, seconded by Marissa Evankovich. Motion passed.

Community Fireworks Approval:

Mr. Grubb is requesting permission from the Borough to hold his annual fireworks display on July 4, 2026 on the Millheim Fire Company property. A motion was made by Robert Zeigler to grant Mr. Grubb permission to hold the 4th of July fireworks display within the borough limits with the following conditions, all PA statues, in regard to fireworks must be met and no alcohol sales be allowed at the event. Liability insurance must be obtained and presented to Millheim Borough office as well a copy of the permission letter from the Fire Company prior to the event seconded by Cecilia Gallup. Motion passed.

Old Action Items

Water and sewer updates – none-Jodi Muthler not present due to illness

Infrastructure updates:

WWTP Equalization Tank

A Water Quality Management Part II permit is required prior to construction of the equalization tank. RETTEW has prepared a proposal to prepare this permit application, request land development planning exemption, and provide procurement and construction support to the Borough during the construction of the tank. With the Borough's approval of this proposal, RETTEW can immediately begin preparing the permit application for submission within 30 days. A motion was made by Robert Zeigler to authorize the signing of the proposal for the equalization tank as presented by Rettew, seconded by Marissa Evankovich Motion passed.

RETTEW is able to provide on-going support as needed for the temporary equalization tanks (frac tanks) that can be used until the permit is issued and the new tank is constructed. A motion was made by Robert Zeigler to authorize the signing of the proposal for the equalization tank as presented by Rettew, seconded by Marissa Evankovich. Motion passed.

Phillips Creek Reservoir Dam

RETTEW has reviewed the information available (including historical plans), visited the dam, and has spoken with the project manager at the PA DEP Division of Dam Safety who conducted the PA DEP's 2024 inspection. His recommendation was as follows:

- o Conduct a full inspection of the dam, including operation of the drawdown valves, and prepare a report with any recommendations.
- o Set up a call with the PA DEP, Millheim, and RETTEW to review the findings and discuss the next steps.
- o He noted that based on the dam's classification, an Emergency Action Plan is not currently required. However, the DEP may review the dam to confirm that is appropriately classified. If the classification is revised, an EAP may be required, including a breach analysis, preparation of inundation mapping, etc.

RETTEW will move forward with a formal dam inspection, including a structural evaluation of the concrete, and prepare a list of recommendations to ensure the longevity of the dam.

Multimodal bridge grant

RETTEW is preparing a proposal for the design, permitting, and bidding of a project to replace the bridges that carry Plum Street and Elk Street across the Mill Race.

Road project bids:

Four bids were received for the Hillcrest, North High Street and Cherry Street paving project:

Glenn O Hawbaker \$102,221

Dave Gutelius Excavating \$102,606.10

Big Rock Paving \$102,953.13

Wyde Excavation \$108,028.82

A motion was made by Katie Blume to accept the contract with Glenn O. Hawbaker, as the low bidder, seconded by Marissa Evankovich. Vote taken Cecilia Gallup yes, Marissa Evankovich yes, Katie Blume yes, Robert Zeigler no. Motion passed with majority votes.

Park and Rec update:

A motion was made by Robert Zeigler to accept applications from Nick Hettinger, Heather House, Marissa Evankovich, Beth Cowher and Michelle Johnson to form the initial board for the East Penns Valley Recreation Authority, seconded by Cecilia Gallup. Motion passed. Information was given to Solicitor Miller for finalization of documents.

Service day with PVHS

PVHS juniors and seniors will be working at the pool on May 20th, as part of their give back to community day. A motion was made by Robert Zeigler authorizing up to \$500.00 from the pool account to purchase materials and equipment needed, seconded by Marissa Evankovich. Motion passed.

Ordinance fee update:

We can do one ordinance targeting specific ordinance numbers and sections. Denise Immel will review existing ordinance for required information.

Mayor's Report:

Mayor Engle has been speaking with Lisa Iulo of the Hamer Center (PSU) and will be doing a walk thru of Sheep Hill and the race way looking for ways to make these areas more user friendly. Ms. Iulo can help with funding for the design and development.

There will be a volunteer day held to work at Fountain Park.

He would like to move the open forum Friday meeting from the council room to the Borough office.

Secretary's Report

Ehrlich maintenance at plants:

Maintenance agreements from Ehrlich were received for pest and rodent removal, due to the urgency Cim Besecker signed the contracts. A motion was made by Robert Zeigler to approve the signature on the contracts, seconded by Cecilia Gallup. Motion passed.

Pavillion Rental Contract;

An updated contract was presented to council noting that the rental fee is \$100.00. A motion was made by Cecilia Gallup to add a \$50.00 non-refundable deposit to the contract. Discussion was held on the deposit requirement. Cecilia Gallup amended her motion to a \$25.00 non-refundable deposit required at time of contract signing, seconded by Robert Zeigler. Motion passed,

Postage:

USPS is raising cost of postage on July 12, 2026, post card cost will increase \$4.00 per roll of 100 stamps, the Borough uses approximately 400 stamps every month for billing. A motion was made by Robert Zeigler to approve the purchase of enough postage to cover 12 months of billing, seconded by Cecilia Gallup. Motion passed.

A motion was made by Marissa Evankovich to adjourn, seconded by Cecilia Gallup. Motion passed.

Meeting adjourned at 8:53 PM.

Denise Immel, Borough Secretary