

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
July 14, 2026

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

Citizens present: Kathy Highbaugh, Tammy Myers and Michele Aukerman for Rettew. Jodi Muthler called in remotely to report.

Citizens input: none

A motion was made by Cecilia Gallup to approve the June 09, 2026, council minutes, seconded by Marissa Evankovich. Motion passed.

A motion was made by Cecilia Gallup to approve the June 2026 financials as presented, seconded by Beth Cotteell. Motion passed.

Code Enforcement/HARB/Planning Commission reports:

The Code Enforcement report was reviewed with no questions or comments. It was noted that the update to the report as requested at the May council meeting has not been honored. No reports from HARB or Planning Commission.

Council was questioned if Borough employees are able to file complaints to code and will these complaints be supported by council. Borough employees are permitted to file complaints and will receive full support of Borough council.

Employees Report:

The volleyball court, at the pool has been raked and is ready for the summer volley ball league. In preparation for the flower garden on our empty lot on Center Street, a final cleaning was done. The left-over stone from the Race Alley project has been removed. All the street sweeping is complete for the year. We met with Rettew engineering on our bridge project to help identify sewer lines with location and depth. Cold patch has been delivered. Mowing has been started on the side roads, including trimming the pool property. As always, we have been busy mowing and maintaining all of the properties. New signs were ordered for the reservoir, "authorized vehicles only" and for the swimming pool "park closed dusk to dawn" and "no overnight parking". We finally had some time to clean up the water plant property from large trees that came down. The Fireman's Parade was a success and town was looking good for the event.

New Action Items

Invoices:

A motion was made by Beth Cottrell to approve payment of invoice numbers 6801, 6800, 6799 and 6793, total amount due \$9,878.25, to Process Control Solutions, LLC for technical services at the water and sewer plant, seconded by Maissa Evankovich. Motion passed.

A motion was made by Cecilia Gallup to approve payment of invoice number 33833 in the amount of \$2,500.00 to RETTEW for professional services rendered thru May 29, 2026 (\$360.00 for engineer of record and \$2,140.00 for dam inspection support), seconded by Beth Cottrell. Motion passed

A motion was made by Beth Cottrell to approve payment of invoice INHMN0001477 in the amount of \$1,523.36 to Harris Computers for service contract on the UBPro system, seconded by Marissa Evankovich. Motion passed.

Installation of County election box:

A representative from Centre County Elections has reached out to the Borough requesting permission to install an official ADA accessible ballot drop box at the Borough building, for the November 2026 election. The County will install a temporary or permanent security camera. A motion was made by Cecilia Gallup to allow the county to install the ADA accessible ballot box and the security camera at the Borough building, seconded by Beth Cottrell. Motion passed.

Acceptance of credit cards for tax payment:

Tax collector Kathy Highbaugh along with several Penns Valley tax collector attended a meeting with representatives of MSB on the process and costs to accept ACH and credit card payment for tax collection. MSB is offering this service to our tax collectors at no costs, the 2.5% credit card fee and the \$1.50 ACH charges are passed onto the payer. If approved Ms. Highbaugh would like to have this service available for a soft launch in November. A motion was made by Marissa Evankovich to approve Ms. Highbaugh's request of accepting credit card and ACH payments for tax collection beginning in November and approve the signing of the MSB agreement authorizing the service., seconded by Cecilia Gallup. Motion passed.

Welcome to Millheim Guide:

A motion was made by Beth Cottrell to accept and allow the welcome letter to be distributed to new residents of the Borough, seconded by Cecilia Gallup. Motion passed.

Ally between 169 and 169#1: tabled until August meeting

Planning committee appointment:

A motion was made by Cecilia Gallup to appoint Doug Kalmbach to fill the vacancy on the Planning committee, seconded by Beth Cottrell. Motion passed.

Old Action Items

Water and Sewer update:

Operation updates:

We are in need of two samplers for the sewer plant. The sampler on hand is a loner and will not be available beyond July. A quote in the amount of \$5,657.00 has been received from Hatco Environmental, LLC for a new sampler. This will take the place of one of the two required while we wait for the quote to replace the pump motor on the existing HACH sampler currently at the effluent. Cost of renting a

sampler for a year is around \$4,500.00. A motion was made by Cecilia Gallop to approve the purchase of the new sampler from Hartco for \$5,657.00, seconded by Beth Cottrell, Motion passed.

Field force proposal for pumps:

A motion was made by Cecilia Gallup to sign the rental agreement with Field Force for the pumps required for the use of the frac tanks at the cost of \$4,848.00 per month, seconded by Marissa Evankovich. Motion passed.

A quotation has been received from Process Control Solutions, LLC (PCS) for the parts and services needed to properly monitor, gather, and control physical processes from a remote location thereby reducing the amount of time needed and cost of ARRO at the sewer plant. This is a DEP requirement in order for the Borough to be compliant. Total quote is \$42,300.00. Decision tabled until the August meeting.

Elk Creek pump station does not appear to have electricity, will review electric bill for coverage.

Infrastructure update

Equalization tank:

RETTEW has prepared the WQM Part II Permit application for the proposed 131,000-gallon equalization tank. Following the Borough's approval, the final application will be ready for submission to the PA DEP. RETTEW to contact borough secretary for card information to pay the permit fee of \$500.00 and submit permit application.

Multimodal bridge grant:

RETTEW has completed surveying for the project to replace the bridges that carry Plum Street and Elk Street across the mill race. They are working with the structural engineer to prepare the preliminary design of the bridges.

Dam inspection:

RETTEW conducted a structural inspection of the dam on June 2nd and have compiled their observations. RETTEW will send a copy of the dam report to the Borough's insurance company. The next step will be to set up a call with the PA DEP Division of Dam Safety to review the findings and discuss the next steps.

Park and Rec updates:

Hamer Center discussion:

Representatives of the Hamer Center were present at our town hall meeting. They questioned residents Present on various aspects of the Millheim Borough. Seeking input on what is most important to the residents of Millheim.

Authority update:

Solicitor Miller is awaiting address of the proposed members.

Secretary's report:

The Blink subscription to the camaras at Soldiers and Sailors Park was automatically renewed on Heather House's personal credit card. She has asked for reimbursement of \$127.19. A motion was

made by Cecilia Gallup to reimburse Ms. House \$127.19 from the park account, seconded by Marissa Evankovich. Motion passed.

Ordinances:

A motion was made by Cecilia Gallup to submit these ordinances to Solicitor Miller and request an ordinance, allowing for fines to be assessed for non-compliance on these ordinances, seconded by Beth Cottrell. Motion passed. These ordinances have been reviewed and approved by code enforcement.

Chapter 2 Animals, Part 1 Keeping of Animals, Section 106 Penalty

Chapter 2 Animals, Part 2 Animal Noises, Section 202 Penalty

Chapter 7 Fire Prevention and Fire Protection, Part 1 Burning, Section 107 Penalty

Chapter 10 Health and Safety, Part 1 Property Maintenance, Section 119 Penalty

Chapter 11 Housing, Part 1 Landlord Rental Report, Section 107 Penalty

Chapter 15 Motor Vehicles and Traffic, Part 4 Unlicensed, uninspected & dismantled Vehicles, Section 405 Penalty

Chapter 16 Parks and Recreation, Part 2 Fountain Park Parking Lot, Section 208 Penalty

Chapter 21 Streets and sidewalks, Part 2 Snow removal, section 203 Penalty

A motion was made by Beth Cottrell to adjourn, seconded by Marissa Evankovich. Motion passed.

Meeting adjourned at 9:15 PM

Denise Immel, Borough Secretary