

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
SEPTEMBER 08, 2026

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

Citizens present: Michele Aukerman for Rettew. Kathy Highbaugh arrived at 8:00 PM

Citizens input: none

A motion was made by Robert Zeigler to approve the August 11, Town Hall minutes, the August 11, council minutes and the August 18, council minutes as presented, seconded by Marissa Evankovich. Motion passed.

A motion was made by Robert Zeigler to approve the August 2026 financials as presented, seconded by Marissa Evankovich. 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 Commission.

Employee report:

Lots of mowing and landscaping this month, including mowing road sides. All the material has been obtained for the drains on West St. and Pine St. and are being prepared for installation. We have been working on cleaning up roadside drains and curbs, also looking to work on berming roadsides and resurfacing some of our stone alleys. Hawbaker has completed our paving project on North High St., Hillcrest Ave., and Cherry St.

A large tree that came down on the Lions Club Pavillion at the pool property. It dented the roof but no major damage was done.

Bulk raw salt was delivered and we are ready to stock up for the winter.

We are looking to do town wide brush pick up the week of October 26-30 for brush and leaf pick up will start November 2 and continue for the month of November until weather doesn't allow.

A motion was made by Robert Zeigler to approve the purchase of 15" of storm pipe and a type M inlet material from Hawbaker for use within the Borough, total amount \$2,705.00, seconded by Marissa Evankovich. Motion passed. Adam DeGarmo will make arrangements for pickup.

New Action Items

Invoices:

A motion was made by Marissa Evankovich to approve payment of invoices 266170 in the amount of \$12,117.00, 266166 in the amount of \$10,124.00 and 266169 in the amount of \$13,730.00 to Robinson Septic for emergency sludge hauling, seconded by Robert Zeigler. Motion passed. A motion was made by Robert Zeigler to pay invoices 35987 in the amount of \$2,199.00 for professional services rendered thru July 31, 2026, as engineer of record, 359988 in the amount of \$7,750.00 for services rendered on bridge replacement thru July 31, 2026, 35989 in the amount of \$1,521.50 on equalization tank thru July 31, 2026 and 359986 in the amount of \$978.50 for on call engineering thru July 31, 2026 to RETTEW, invoice number OS1103190 in the amount of \$1,884.56 for Gearmotor to OPSCO, invoice F-002848 for equipment rental from June 22, 2026 to July 20, 2026 in the amount of \$11,260.00, invoice F-002484-002 in the amount of \$4,060.00 for equipment rental from July 20, 2026 to August 17, 2026t and invoice F-002872-002 in the amount of \$5,568.00 for equipment rental from August 04, 2026 to September 01, 2026 to Field Force and invoice SO20790839 in the amount of \$5,421.00 for equipment purchase for sewer plant to Teledyne Instruments, seconded by Marissa Evankovich. Motion passed.

Kuharchik repair:

Kuharchik does not offer multi-year maintenance proposals at a reduced hourly rate. The 2026 traffic signal maintenance rate proposal was represented to council for approval. A motion was made by Marissa Evankovich to authorize Vice-president Cecilia Gallup to sign and accept the proposal as presented, seconded by Robert Zeigler. Motion passed.

Resolution 2026-05 fireman's workmen's comp:

A motion was made by Robert Zeigler to adopt Resolution 2026-05 authorizing the expenditure of \$2,691.10 from funds collected by the borough from the fire tax to the Millheim Fire Company No. 1 for workers' compensation insurance, seconded by Marissa Evankovich. Motion passed.

Pension Obligation:

A motion was made by Robert Zeigler authorizing Cim Besecker as CAO for the Borough to sign the 2027 minimum municipal obligation budget for 2027, seconded by Marissa Evankovich. Motion passed.

Water bill and property sales discussion:

Letters from Ann Stapleton and H. Mark Benfer were read aloud in the entirety to council members in attendance. The couple has concerns on paying flat fees on water and sewer on a property that has been on the market since June of 2025 and has been vacant and one that has recently sold but was listed in January 2025 which has been vacant as well. They were also concerned that the August 2026 final water and sewer bill for the sold property was not prorated.

A discussion was held with Solicitor Miller on our existing ordinances; these ordinances are not written to allow for reduction or temporary relief based on the listing status of a property. They do allow for temporary cutoff of services for which fees are charged, if the discontinuation of service is requested on more than a temporary basis, new hookup fees may be charged when reconnect is requested. Proration of final water and sewer bill is not required by any Borough ordinance. Solicitor Miller was requested to write a letter to Ann Stapleton and H. Mark Benfer explaining the Borough stance on our ordinances.

Centre County Liquid Fuels:

Mini grants are available for security cameras, that could be placed at the recycling bins and also at Fountain Park. Could we look at additional recycling at Soldiers and Sailor and possibly composting.

Halloween:

A motion was made by Robert Zeigler to hold Trick or Treat night on October 31, 2026 from 6 PM to 8 PM, seconded by Marissa Evankovich. Motion passed.

MSB Contract:

A motion was made by Robert Zeigler to authorize Katie Blume, Kathy Highbaugh, Cim Besecker or Denise Immel to sign all contracts and documentation required for the Borough to accept credit cards for tax payments, seconded by Marissa Evankovich. Motion passed.

Water and Sewer Updates;

Jodi Muthler reported we are currently in a better situation; water plant is at normal operation. A permit has been requested from DEP to allow water to be pulled from the top 12 to 18 inches of water at the reservoir in the event of heavy rains to cut down on turbidity. It now takes 18 – 36 hours to clear turbidity from the lower intake. Power has not been obtained at pumps in the pump station to pull from Elk Creek.

Sewer is taking in 144K gallons during peak rain, frac tanks were filled, DEP allowed by pass for 18 hours due to heavy rainfall. Frac tanks were emptied and plant as back to normal operations.

Ms. Muthler has invited PA Rural water to the October meeting.

Infrastructure updates:

WWTP Corrective Action Plan – As a result of the 2025 Chapter 94 Report demonstrating an existing organic overload, the Borough is required to submit a Corrective Action Plan by September 30th to the Pennsylvania Department of Environmental Protection to address the apparent overload and provide for a program/schedule for the control of new connections. The primary corrective action has been and will continue to be increased influent sampling frequency beyond the minimal sampling required by the plant's NPDES permit.

RETTEW is working with the operations team to prepare a single corrective action plan addressing the issues noted by the DEP with respect to wet weather flows and organic loading. This CAP will be submitted to the DEP by September 30th.

Water and Wastewater System Capital Improvement Program – RETTEW met with the Borough at its August 21st work session to review the Capital Improvement Plan (CIP) that identifies needs and priority levels and provides estimated project costs and recommended time frames for implementation. This document will also assist the Borough in planning its financial resources, including grants.

A representative from PENNVEST also attended the August 21st meeting to provide an overview of the various funding programs available.

On a motion made by Robert Zeigler and seconded by Cecilia Gallup, and passed by council, RETTEW is moving forward with the Feasibility Studies for both the Water Treatment Plant and Wastewater

Treatment Plant. These documents will provide recommendations for the upgrades needed at each plant and estimated construction costs and schedule.

WWTP Equalization Tank

The WQM Part II Permit application for the proposed 131,000-gallon equalization tank was submitted to the PA DEP on July 16th and is currently under review.

Phillips Creek Reservoir Dam

RETTEW has begun the preliminary engineering of the required repairs to the Reservoir Dam.

RETTEW held a call with the PA DEP Division of Dam Safety on August 25th to review the draft dam inspection report and to discuss the next steps. The DEP is reviewing our list of recommendations to determine if any environmental permits will be required to do the work. RETTEW provided a copy of the memo summarizing the structural inspection of the dam to the Borough's insurance company on July 27th. Doty & Hench is requesting a timeline for completing the recommended repairs. They will provide them with an estimated schedule as soon as permitting impacts are known.

Mill Race Bridge Replacement

RETTEW is working with the pre-engineered bridge manufacturer and structural engineer to prepare the preliminary design of the bridges. We met with Borough personnel to review options for reconstructing the Elk Street bridge due to the bridge's skew and variable width. They have received updated quotes from the bridge manufacturer for both Elk Street and Plum Street and are preparing an updated project cost estimate and proposed schedule for the Borough's review. They anticipate design and permitting to be finalized this fall, followed by the Borough's purchase of the bridge panels through Costars and bidding the installation over the winter. The goal is to be ready to construct the foundations and set the bridges as soon as weather permits in the spring, with construction completed by June 2027.

Park and Rec Update:

Heather House is hoping to have the RFP available for council approval at the October meeting. The pool will be filled by the fire company by the end of September. This is required to add support to walls during the winter months.

Mr. Reichart is speaking with the fire company to move forward with the memorial for the founder of Millheim.

Secretary's Report

Ordinances:

Solicitor Miller presented the ordinance designed to amend certain sections of various ordinance penalties to allow for fines to be assessed. A motion was made by Robert Zeigler to move forward with the publication of the ordinance, seconded by Marissa Evankovich. Motion passed, Mr. Miller will advertise the ordinance.

Grease Trap Letter:

A motion was made by Rober Zeigler to approve the sending of the grease trap letter from RETTEW to the local businesses, as presented, seconded by Marissa Evankovich. Motion passed.

HCC Account:

We have been notified by Central Penn that the above account will be put in a dormant status with fees being assessed. A motion was made by Robert Zeigler to close the account and move the funds to the beautification account, seconded by Marissa Evankovich. Motion passed.

Brush and Leaf pick up:

A motion was made by Marissa Evankovich to hold brush collection the week of October 26, 2026 thru October 30, 2026 and leaf collection beginning November 02, 2026 and continuing weekly for the month of November or until weather will no longer permit, seconded by Robert Zeigler. Motion passed.

A motion was made by Marissa Evankovich to adjourn, seconded by Robert Zeigler. Motion passed.
Meeting adjourned at 8:52 PM.

Denise Immel, Borough Secretary