

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  
JANUARY 12, 2021

Robert Zeigler called the meeting to order with the pledging of allegiance at 7:00 PM. Council members in attendance: Robert Zeigler, Katie Blume, Patty Beckenbaugh and Beth Cowher. Steve Myers arrived at 7:07. Also in attendance Mayor Lauralee Snyder, Solicitor John Miller, Denise Immel Borough Secretary/Assistant Treasurer and Sherry Corman Borough Treasurer/Assistant Secretary.

Citizens Present: Nickelaus Engle, John Myers, Pam Winter, Travis Walker and Megan Walker.

Citizens Input:

Travis and Megan Walker requested that since the Borough has closed the alley between 138 West Main Street and 140 West Main Street, formally known as Confer Alley, they would like to petition the Borough to vacate the land formally known as Confer Alley. Solicitor Miller responded stating the request would need to be put in writing and signed by all parties involved. Upon receipt of written request, Council will take under advisement.

Pam Winter questioned if any progress had been made in the ownership of the unnamed alley beside her property. The Borough does not currently maintain the alley nor has it been ordained and residents have been mowing the property. Mr. Zeigler responded that this issue is still under investigation, all contacts needed are working from home so it makes this a lengthy process. Ms. Winter also questioned a portion of Gramley Avenue.

Consent Agenda:

Katie Blume made a motion to approve the consent agenda as presented, seconded by Beth Cowher. Motion carried.

New Action Items:

COVID-19 related updates:

All personal protective equipment supplied to the Borough has been distributed to borough businesses. The Borough has also received the final reimbursement from Centre County Government covering COVID-19 expenses.

Snow Removal (and employee time):

Two employees were called in on New Year's Day for snow removal. Beth Cowher made a motion to grant another day off to compensate for being called in on a legal holiday, seconded by Katie Blume. Motion carried.

During the storm in December employees worked 35.50 hours over a three day span with 22 hours being overnight hours. To show appreciation for the dedication Katie Blume made a motion to grant Adam DeGarmo 8 hours comp time, seconded by Steve Myers. Motion carried.

Parental leave was discussed. Katie Blume made a motion to grant Adam DeGarmo 10 paid days as parental leave to be used at his discretion, advance notice required, within three months of the birth of

his child, with the understanding that if an emergency arises he can be called back to work, seconded by Beth Cowher. Motion carried. This policy will be presented in writing at the next meeting to become part of our HR policy.

**Absentee Landlords:**

Katie Blume would like to open discussion on instituting appropriate guidelines for landlords/rental property within the Borough.

**Insurance Bid:**

Katie Blume made a motion to approve Robert Zeigler signing the insurance documents from Doty & Hench, seconded by Steve Myers. Motion carried.

**Codification:**

The Borough has not codified our ordinances since 2018. Beth Cowher Made a motion to have American Legal Publishing codify all ordinances thru December 2020, seconded by Katie Blume. Motion carried.

Estimate on room for downstairs space in municipal building: no report

**Old Action Items:**

Update of Solar at sewer plant: Electric bills are decreasing. We are still working with Constellation to have the water and building accounts corrected.

Leslie update on grant writing: no report

NIMS: no update

Master Plan: no update

**Secretary's Report:**

**Uni-Tec Invoice:**

Katie Blume made a motion to pay Uni-Tec's November Invoice in the amount of \$6,335.00, seconded by Steve Myers. Motion carried.

**Tax collector checking account:**

Kathy Highbaugh will be attending the February meeting, in part to discuss adding our deputy tax collector to the checking accounts.

**Payroll:**

Salary discrepancies have been discovered in the amounts that Bollman Accounting has paid to salaried employees in 2020 resulting in an overpayment to these employees. With this error along with other minor errors, Ms. Corman and Ms. Immel would like to recommend that Council replace Bollman Accounting. Integrity Accounting has shown interest in acquiring our payroll processing. After discussion it was decided to obtain additional information from Integrity and postpone any final decisions until our February meeting.

A motion was made by Katie Blume to cut a check to Marcus Port for \$120.00 for helping clear snow from Main Street on December 17/18, seconded by Steve Myers. Motion carried.

Katie Blume made a motion to permit borough employees to take borough vehicles home in advance of severe weather which would result in employees being called out for road maintenance, seconded by Beth Cowher. Motion carried

Katie Blume made a motion to adjourn, seconded by Steve Myers. Motion carried. Meeting adjourned at 9:15 PM.

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Denise Immel Secretary/Assistant Treasurer