

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  
February 08, 2022

Katie Blume called the meeting to order with the Pledge of Allegiance at 7:00 PM. Council members in attendance: Robert Zeigler, Nickelaus Engle, Cecilia Gallup and Beth Cowher also in attendance Mayor Steve Myers, Denise Immel Borough Secretary/Assistant Treasurer, Sherry Corman Treasurer/Assistant Secretary, Solicitor John Miller and John Segursky representing Buchart Horn.

Citizens present: Leslie Warriner

Citizens Input: none

A motion was made by Robert Zeigler, seconded by Beth Cowher to approve the minutes of the January 3<sup>rd</sup>, 2022 meeting as presented. Motion carried.

A motion was made by Beth Cowher, seconded by Robert Zeigler to approve the financial reports as presented. Motion carried.

Engineer Report:

As Senator Corman has secured funding for a Waste Water Treatment Project and paperwork has been submitted to request the funds the borough need to determine the scope and schedule of the project. The DCED Multimodal Grant Bridge Project needs to be kicked off to determine scope and schedule for the funds received for work on Elk Street Bridge, Plum Street Bridge or Mill Street Bridge.

Code Enforcement Report/HARB/Planning Commission Reports:

The Code Enforcement report was reviewed with no questions or comments. No reports from HARB or the Planning Commission.

Employee Reports:

During the first full town plowing the plow on the 2015 truck ceased operation. One of the main power cables shorted out. Hostetler's Truck and Bodies of Milroy is a Western plow dealer, which is the type of plow on both trucks. They were able to repair the cable within 48 hours. A lot of time during and after snow storms was spent training Michael, as this is his first experience at plowing and salting.

The back hoe is in working order and can be used for small projects around the borough building and as a backup loading machine. As some of the main hydraulic cylinders leak it is not safe to take very far.

Christmas tree pick up was a success. The past few years the number of trees seemed to be dwindling, this year, with Facebook and email support we had twice the amount of trees as last year.

We have had to purchase two loads of antiskid and have placed an order for two ton of raw salt thru Co-Stars to be delivered late 2022.

The stop here on red sign at the intersection of Penn and Main was broken off sometime around the New Year. We have cut the sign post level with the sidewalk but will need to order signs.

Recommendation to order 4 reflective signs to be placed at the 4 corners of intersection.

## New Action Items

### Snow and Ice Removal:

Much of January was used as a training period for Mr. Confer, both learning the proper usage of the plows and spreaders as well as the routes and best direction for them to be run.

Discussion was held on the lack of resident support in keeping their sidewalks cleared of ice and snow within the specified 24 hour time frame. Additional emails may be sent out should additional storms hit this year and during the 2022-2023 winter season. Council will be looking for additional ways to enforce this issue.

### LIHWAP:

Low Income Household Water Assistance Program (LIHWAP) is a temporary emergency program to help low-income families pay overdue water bills. LIHWAP is a grant and does not need to be repaid. The program does require a vendor application form to be submitted. Approved applicant grants would be paid directly to the borough to cover past due bills. A motion was made by Beth Cowher to submit the vendor application to become a participant of LIHWAP, seconded by Nickelaus Engle. Motion carried.

### Park Road Authorization to Accept or Reject Bids:

John Segursky presented council with a report listing all bids for the road and bridge project. Robert Zeigler made a motion to accept the low bid for Park Road paving from Gutelius Excavating and the low bid from HRI Inc. to repair Park Road Bridge and crack repair, seconded by Beth Cowher. Motion Carried. Per recommendation by John Segursky, Robert Zeigler made a motion to authorize Nickelaus Engle and Adam DeGarmo to jointly approve change orders, not to exceed 10% per contract, seconded by Cecilia Gallup. Motion carried.

Nickelaus Engle will reach out to the Conservation District to seek assistance and advice on the back fill of scour holes and rip rap protection.

### Authorize payment for DEP and dam project:

John Segursky updated council on Screen Replacement Project, the DEP permit for the work at the dam is being completed. The permit application was presented to council for signature and a request for the \$500.00 submission fee. Beth Cowher made a motion to authorize Katie Blume to sign the application and to pay the submission fee, seconded by Nickelaus Engle. Motion carried.

### Authorize Chapter 94 report work:

Our annual Waste load Management Report (Chapter 94) is due to PADEP by March 31, 2022. Beth Cowher made a motion to have Buchart Horn complete and submit the proper forms to DEP by March 31, 2022 with the fee not to exceed \$2,000.00, seconded by Robert Zeigler. Motion carried.

### Parking Signs:

Per maintenance recommendation Beth Cowher made a motion to purchase necessary signage to include: 4 reflective no turn on red, 3 two hour parking and 1 15 minute parking price not to exceed \$1,200.00, seconded by Cecilia Gallup. Motion carried. Solicitor Miller will research what will be needed to place a 15 minute parking space in front of 101 West Main Street.

### Quarterly Newsletter:

This is a semi-annual newsletter due to be sent in April of 2022, council members to submit ideas and articles to Katie Blume.

Motion to request excess municipal contribution from pension fund:

Nickelaus Engle made a motion to request the excess contribution of \$893.03 from our non-uniformed pension fund to be deposited into our general account, seconded by Robert Zeigler. Motion carried.

Millheim Pool inquiry regarding fundraiser and discussion:

A thank you letter has been received for our donation, this letter also inquired as to the feasibility of the borough hosting a fishing derby as a fund raiser, said fund raiser would need to be completed by Mid-April. Katie Blume will meet with Colleen Swetland before any decisions are made.

Exoneration on 2021 Per Capita taxes and approve collections:

Kathy Highbaugh, Borough Tax Collector presented council with the final close out reports for Personal Taxes for the year 2021. These reports include the Exoneration Report, including the reason for exoneration and the unpaid 2021 Personal Tax report. A motion was made by Robert Zeigler to exonerate Kathy Highbaugh from collecting 2021 Personal taxes for peoples listed on the Exoneration Report for the specified reason, seconded by Cecilia Gallup. A motion was made by Cecilia Gallup to exonerate Kathy Highbaugh from collecting any unpaid 2021 personal taxes from persons listed on the Returns report and turn said report over to delinquent tax collector, JP Harris, seconded by Nickelaus Engle. Motion carried.

Constable assist Code Enforcement:

Solicitor Miller will research the feasibility of Constable Morrison being employed by East Penns Valley Code Enforcement as a code enforcement officer. Discussion tabled until March meeting.

Borough building Geothermal:

There has been limited heat in the Borough office since February 07, 2022. Repair service has been contacted and the dampers and TST unit need replaced, estimate for work is \$1,100.00 to \$1,200.00 Robert Zeigler made a motion to repair the unit using emergency repair funds not to exceed \$1,500.00, seconded by Beth Cowher. Motion carried.

Bell Tower update:

Robert Zeigler reported that the Calvary Church has received estimates to repair the Bell Tower located at 117 Penn Street. Should the church decide to repair and make the tower safe, Millheim Borough council would then be able to proceed with fixing the clock with the funds in the clock tower bank account. As tower is owned by the Calvary Church it is their responsibility to repair and the clock is owned by the borough which would be Borough responsibility.

Old Action Items

Appointments to Authorities/Boards/Commissions (ABCs) and CCMPO

A motion was made by Robert Zeigler to reappoint Dick Decker, Potter Township Supervisor as the Region's Coordinating Committee representative and Joel Myers as the Technical Committee representative seconded by Beth Cowher. Motion carried.

Robert Zeigler made a motion to appoint Steve Myers as the borough Opens Record officer, seconded by Cecilia Gallup. Motion carried.

Nickelaus Engle made a motion to appoint Beth Cowher to the HARB committee seconded by Robert Zeigler. Motion carried with Beth Cowher abstaining.

Human Relations Commission:

Robert Zeigler reported that the Centre County Commissioners will assume the duties of the commission has reached 50% participation by Centre County Boroughs and Townships.

Project and Grant Update:

Nickelaus Engle to meet with John Segursky to discuss various option pertaining to the local bridges.

Fire Company request:

A discussion was held on how this lost revenue would affect borough finances. As the revenue is a small amount further research needs to be done and input received from the other municipalities.

NIMS training:

Information has been forwarded to council members.

Secretary's Report

Propane for Maintenance Garage:

Bierly's has been notified to pick up their propane tank, as Ingram's Fuel has installed their tank and will continue to maintain.

Statement of Financial Interests:

Statements of Financial Interests were distributed to council members. This form is completed with 2021 information and should be returned at the March council meeting.

Liquid fuels, equalizer tank, pension, and annual reporting:

All available required reporting due by March 31, 2022 has been completed.

Simon Leach request:

Mr. Leach emailed a request asking for the Borough to reduce the EDUs attached to his property from 1.5 to 1 as he has scaled back his business due to Covid. After discussing the request it was decided that the business is still operational and clients still visit the business, much like many of the small businesses established in the borough in order to be fair to all our small businesses Beth Cowher made a motion to deny the request, seconded by Cecilia Gallup. Motion carried.

Gallup Swearing In:

Cecilia Gallup was sworn in by Mayor Steve Myers on January 18, 2022.

Beth Cowher made a motion to adjourn, seconded by Nickelaus Engle. Motion carried. Meeting adjourned at 9:35 PM.

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Denise Immel Secretary/Assistant Treasurer

