

**Millersburg Borough Council  
Council Chambers  
February 12, 2025 Meeting Minutes**

**Call to Order** – Council President Dietz called the meeting to order at 6:00PM with Cl’ms Boyer, Campisi (remote access), Hoffman, Hoke, Hoy and Snyder present. Mayor Alan Bowman, Borough Manager James Whitall, Crew Leader John Hoffman and Secretary Ann Jackson were also present. Solicitor Kerwin arrived at 7:00PM. The invocation was given by President Dietz, followed by the Pledge of Allegiance.

**Guests** – Michele Fulkroad, Michael Sheaffer, Kristin Sheaffer

**Approval of Minutes** – Motion by Cl’m Hoffman, seconded by Cl’m Hoke to approve the minutes from the January 8 and January 22, 2025 Council and Committee meetings as presented. Motion carried.

**Public Comment**

President Dietz recognized Michelle Fulkroad, of 338 Pine Street. Ms. Fulkroad has a pending application for a handicapped parking space. Until her application for a permanent space is approved, she would like to pay \$25 a week for reserved parking. She requested this money be applied towards the \$100 handicapped parking space application fee. Motion by Cl’m Hoke, seconded by Cl’m Hoffman to approve Ms. Fulkroad’s request. Motion carried. Ms. Fulkroad then left the meeting.

President Dietz recognized Michael Sheaffer, of 356 Market Street. Mr. Sheaffer expressed concerns about the use of 358 Market Street, which is purported to be a sober living recovery house. He also expressed additional complaints of excessive noise and marijuana odor. President Dietz directed that the Mayor to have the police investigate regarding the nuisance complaints and that Manager Whitall have Codes Officer Karen Brown investigate any violation in usage under the Borough’s zoning ordinance. Reports from both Police and Codes will be reviewed at the February 26<sup>th</sup> Committee meeting. Mr. and Ms. Sheaffer left the meeting.

**Financial Reports** – Council reviewed the Financial Report through January 31, 2025. Motion by Cl’m Hoffman, seconded by Cl’m Hoke to approve the report as presented. Motion carried. Cl’m Hoke directed Manager Whitall to obtain the quotes for replacement of MYO Park pavilion roofs as soon as possible

Motion by Cl’m Snyder, seconded by Cl’m Hoke to approve the Check Detail Report. Motion carried with yes votes from Cl’ms Boyer, Campisi, Dietz, Hoffman, Hoke, Hoy and Snyder.

**Crew Leader Report** – Mr. Hoffman reviewed his report with Council. Additionally:

- Manager Whitall was directed to research ownership of the land bordering the south side of Apple alley.
- Mr. Hoffman was directed to clean the graffiti off the slide at Seal Park.
- Mr. Hoffman plans to attend the PSATS annual convention and would like to schedule LTAP classed for Public Works employees Campisi and Englar.

Mr. Hoffman then left the meeting.

**Employee Relations Committee** – Nothing to report.

## **Finance & Risk Management Committee**

Update of 2024 Audit – Secretary Jackson advised the Council that the auditors were on site January 27-29 to perform the annual audit and determined the record to be in order. They will return in May to conduct their presentation of the financial statements.

Solicitor Kerwin arrived and President Dietz called an executive session at 7:00PM for a legal discussion regarding Tanner's Run. Mr. Kerwin left the meeting at the conclusion of the executive session. The meeting was called back into regular session at 7:46PM. Motion by Cl'm Hoke, seconded by Cl'm Hoffman to authorize Solicitor Kerwin to send a letter to Steven P. Miner, Esquire with Caldwell & Kearns, PC, advising him that Council acknowledges receipt of his letter and is aware that the building could be an unsafe structure, with current residents. Motion carried.

Yeager Request to Purchase Borough Property – Andrew and Luann Yeager are interested in purchasing a piece of property within Bradenbaugh Park, situated directly behind their home on Union Street. Motion by Cl'm Hoke, seconded by Cl'm Boyer to authorize Manager Whitall to send a letter to Andrew Yeager stating that Council declines his offer to purchase the property. Motion carried.

## **Parks & Recreation Committee**

Bench Donations – Council reviewed a photo of a bench that Chapter 425 of the Order of the Easter Star would like to donate to the Borough. Motion by Cl'm Hoke, seconded by Cl'm Hoffman to receive the bench from the donor; placement to be decided. Motion carried. The organization will be recognized through a Facebook post.

Council reviewed a letter from Ron and Vicki Bednar offering to donate two metal park benches to be placed in Market Square. Council accepted the offer but must confirm placement in coordination with the Market Square Park Renovations Project.

Facility Use Agreement – MAGYS – The organization requests the use of Bradenbaugh Park softball field from March 1 to November 15, 2025 for practices and games. Special requirements were reviewed. The certificate of insurance has been provided. Motion by Cl'm Snyder, seconded by Cl'm Hoffman to approve the agreement as presented and to waive the user fee. Motion carried.

Facility Use Agreement – Teener Baseball – The organization requests the use of MYO Park baseball field from March 1 to July 10, 2025 for practices and games. Special requirements were reviewed. Motion by Cl'm Snyder, seconded by Cl'm Hoffman to approve the agreement as presented contingent upon receiving the proper certificate of insurance and to waive the user fee. Motion carried.

## **Property Committee**

Executive Session – Police – President Dietz called an executive session at 8:03PM for legal reasons. Manager Whitall and Secretary Jackson left Council Chambers. The meeting was called back into regular session at 8:11PM with Manager Whitall and Secretary Jackson returning to Council Chambers.

Welcome Center Concession Stand Lease – Council directed that the lease be amended to state that the tenant must be paid in full by November 30<sup>th</sup> and have all appliances unplugged and cleaned in order to be permitted to leave appliances on site. Payment terms are to be enforced. Solicitor Kerwin is to review the lease. Council will review the draft at the next meeting.

## **Public Safety Committee**

SRO Update – Cl'm Snyder reported that the School District has decided to continue with their current security individual and that there will be no further discussion in 2025.

Tax Credit for Firefighters – Cl'm Snyder would like to proceed with amending the ordinance for full earned income tax credit for qualified volunteers.

## **Streets Committee**

Facility Use Agreement – MAWT Cherry Blossom Festival – The organization requests the use of Market Square Park, Veterans Park, Market Street from Pine Street to West Street, Pine Street Garage lot and Union Street from West Street to Race Street on May 3 from 7AM to 7PM for the annual Cherry Blossom Festival. Special requirements were reviewed. Motion by Cl'm Snyder, seconded by Cl'm Hoy to approve the agreement contingent upon receiving the certificate of insurance. Motion carried. Cl'm Campisi abstained due to being the secretary of MAWT.

**Economic Development Committee** – Nothing to report.

## **Community Outreach Committee**

Book Drive/Book Stand – Cl'm Campisi would like to hold a book drive in the Borough building to collect books; mainly children's books. Following collection, she would like to offer free books on one Saturday, from the Borough building. A Free Little Library box will be constructed by MASD students, with the box to be placed at the Borough building. Motion by Cl'm Boyer, seconded by Cl'm Snyder to allow Cl'm Campisi to proceed with both projects.

**Mayor's Report** – Monthly statistical report was provided to all Cl'ms.

**Manager's Report** – Written report was distributed to all Cl'ms and reviewed with them. A timeline for the Market Square Park Renovations Project was also provided to all Cl'ms.

**Engineer's Report** – Written report was distributed to all Cl'ms.

Paving Project Estimates – Manager Whitall provided cost estimates for paving of Railroad Street from the start to Juniper Street; Ridgewood Drive from Park Street to the end and Light Street from Walborn Lane to Hoffman. Following discussion the matter was deferred to the February Committee of the Whole meeting.

President Dietz left the meeting and Vice President Boyer took over.

**Code Enforcement Officer's Report** – Monthly report was provided to all Cl'ms.

## **Unfinished Business**

Borough Ordinance No. 1-25 – Amendment to Burn Ban Ordinance – Adoption – Motion by Cl'm Snyder, seconded by Cl'm Hoke to adopt Borough Ordinance No. 1-25. Motion carried.

Valley Flying Discs Seal Park Proposal – Tabled. Waiting for a revised plan or for DEP to waive the permit requirement.

## **New Business**

Dauphin County Treasurer Return of Uncollected Real Estate Taxes – Cl'ms reviewed the final return of uncollected 2024 real estate taxes. The return indicates that there is a total of \$43,989.79 uncollected.

Motion by Cl'm Snyder, seconded by Cl'm Hoffman to retroactively approve President Dietz signing of the return, which exonerates the Dauphin County Treasurer from collecting the remaining taxes and authorizes her to pass the uncollected taxes on to the Dauphin County Tax Claim Bureau for collection. Motion carried.

Borough Ordinance No. 2-25 – MASD School Crossing Guard – Tabled.

Cl'ms Campisi and Hoy left the meeting.

Borough Ordinance No. 3-25 – Shade Tree Commission – Advertisement – Motion by Cl'm Hoke, seconded by Cl'm Snyder to advertise Borough Ordinance No. 3-25 for adoption one time in The Citizen Standard. Motion carried with yes votes from Cl'm Boyer, Hoffman, Hoke and Snyder.

Deibler, Straub & Troutman Invoice No. 80281 – Cyber Insurance Coverage – Council reviewed the invoice for \$2,700. Motion by Cl'm Hoffman, seconded by Cl'm Hoke to pay the invoice for cyber insurance renewal in the amount of \$2,700. Motion carried with yes votes from Cl'm Boyer, Hoffman, Hoke and Snyder.

The Flood Insurance Agency Invoice – Welcome Center – Council reviewed the invoice for \$2,981. Motion by Cl'm Hoffman, seconded by Cl'm Hoke to pay the invoice as presented. Motion carried with yes votes from Cl'm Boyer, Hoffman, Hoke and Snyder.

PFA Settlement – Tabled.

Administrative Emergency Back-Up Plan – MIS, Custer & Faust – Cl'm Boyer reported that he has been working on a back-up plan in the event of an emergency involving either the Borough Manager or Borough Secretary. Council reviewed a quote from Custer, Faust, Nestor and Associates to learn familiarity with the accounting system and its functionality if they were to be called upon. The quote was for \$135 per hour with an estimate of 15-25 hours (\$2,025-\$3375). Motion by Cl'm Hoke, seconded by Cl'm Hoffman to approve Custer, Faust, Nestor and Associates to provide support for the Borough in the event of an emergency or absence. Motion carried with yes votes from Cl'm Boyer, Hoffman, Hoke and Snyder.

**Communications** – Council was provided with the listing. There was nothing requiring Council action.

### **Organization Reports**

Upper Dauphin COG – November 21, 2024 meeting minutes were provided to all Cl'ms. The January 16, 2025 meeting was hosted by Millersburg Borough.

Millersburg Planning Commission – No report; did not meet.

Millersburg Area Pool Association – January 12 and 26, 2025 meeting minutes were provided to all Cl'ms.

Millersburg Fire Company – December 10, 2024 meeting minutes were provided to all Cl'ms.

Millersburg Area Authority – December 9, 2024 and January 6, 2025 meeting minutes were provided to all Cl'ms.

Dauphin County Tax Collection Committee – November 20, 2024 meeting minutes were provided to all Cl'ms.

Millersburg Ferry Boat Association – No report.

Dauphin Lebanon County Boroughs Association – No report.

Zoning Hearing Board – No report.

Upper Dauphin Industrial Development Authority – No report.

Property Maintenance Appeals Board – No report.

Millersburg Borough Safety Committee – Manager Whitall reported that employees are advocating for an on-site gym. This matter will be on the February 26<sup>th</sup> Committee of the Whole meeting agenda.

Community Garden Committee – No report.

Millersburg Area Ambulance Association – No report.

Millersburg Area Working Together – February 3, 2025 meeting minutes provided to all CI'ms.

The next meeting will be on February 26<sup>th</sup> at 6:00PM. The meeting was recessed to the Call of the Chair at 9:50PM.

Respectfully submitted,

Ann Bowman Jackson  
Borough Secretary