

**Millersburg Borough Council  
Council Chambers  
February 26, 2025 Meeting Minutes**

**Call to Order** – Council President Dietz called the meeting to order at 6:05PM with Cl’ms Boyer, Campisi (arrived at 6:12PM), Hoffman, Hoke, Hoy and Snyder present. Mayor Alan Bowman, Manager James Whitall, Captain Richard Gamez and Secretary Ann Jackson were also present. The invocation was given by President Dietz, followed by the Pledge of Allegiance.

**Guests / Public Comment** – Christian Wenner, Valley Flying Discs (remote); Rob Diamond, Sean Grimm (arrived at 6:45PM)

**Unfinished Business**

**Valley Flying Discs Fundraising Proposal** – Per DEP, no permits are needed for the Seal Park disc golf course. President Dietz directed Manager Whitall to get written confirmation from DEP stating same. Mr. Wenner requested Council approval to proceed with the fundraising kick-off on March 3<sup>rd</sup>. Motion by Cl’m Snyder, seconded by Cl’m Hoffman to move forward with the fundraising. Motion carried. Council requested input prior to any planting being done. Manager Whitall was directed to draft a Facility Use Agreement for this project. It is to be reviewed annually. Mr. Wenner then left the meeting.

**Update on 358 Market Street** – Cpt. Gamez reported that the property owner is not receiving any State or County funding, so she is not accountable for certain restrictions. He advised Mr. Shaffer to call when any tenant is smoking medical marijuana, to possibly be able to pursue an arrest for drug paraphernalia. Code Enforcement Officer Karen Brown suggest pursuing a short-term rental ordinance. Manager Whitall was directed to draft an ordinance for the March meeting. Cpt. Gamez then left the meeting.

**Handicapped Parking Space Request – 338 Pine Street** – Manager Whitall reviewed the property layout with Council. The applicant has provided a copy of her handicapped placard and is currently paying for temporary reserved parking week-to-week, which will be applied to the \$100 fee for a permanent handicapped space. Motion by Cl’m Hoffman, seconded by Cl’m Snyder to approve the application as presented. Motion carried.

**Welcome Center Concession Stand Lease** – Council reviewed the latest draft. Motion by Cl’m Snyder, seconded by Cl’m Hoffman to approve the draft as presented. Motion carried.

**Stephenson Equipment Invoice No. 10223695 – Chipper Safety Equipment** – Council reviewed the invoice for \$1,638.97. Motion by Cl’m Hoffman, seconded by Cl’m Boyer to approve paying the invoice to Stephenson Equipment for \$1,638.97. Motion carried with yes votes from Cl’ms Boyer, Campisi, Dietz, Hoffman, Hoke, Hoy and Snyder.

**New Business**

**YSM Invoice No.8008 – Market Square Park Renovations Project** – Council reviewed the invoice for \$2,627.26. Motion by Cl’m Hoffman, seconded by Cl’m Snyder to forward the invoice to Dauphin County to be paid from our Gaming Grant. Motion carried.

FSA Invoice No. 54191 – Market Square Park Renovations Project - Council reviewed the invoice for \$5,700. Motion by Cl'm Hoffman, seconded by Cl'm Campisi to forward the invoice to Dauphin County to be paid from our Gaming Grant. Motion carried.

FSA Invoice No. 54194 – Tanner's Run Drainage Improvements – Council reviewed the invoice totaling \$12,080. Motion by Cl'm Hoffman, seconded by Cl'm Campisi to pay \$8,760 for contracted services. Motion carried with yes votes from Cl'ms Boyer, Campisi, Dietz, Hoffman, Hoke, Hoy and Snyder. Manager Whitall was directed to get clarification on the additional items totaling \$3,320.

KMIT Recommendations – In order to improve the Borough's risk assessment score, KMIT has recommended implementing annual motor vehicle records review for employees who operate Borough vehicles. Manager Whitall was directed to create a draft policy for Council's review. Additionally, it was recommended that we have a Facility Use Agreement in place for all organizations meeting in the Borough building and to require their certificate of insurance. Manager Whitall was directed to send the agreements out to the organizations, advising them that if their insurance changes, they are responsible for keeping the Borough updated.

Motorola Quote No. 3019247 - EMA Portable Radio – EMC Sean Grimm reported that the two current radios are nearing their end of life and that both the Borough and the Township have been asked to purchase a replacement. EMC Grimm reviewed the quote for a new portable radio, including a charger, battery and antennae for \$9,365.49. Motion by Cl'm Snyder, seconded by Cl'm Boyer to purchase the radio from Motorola as presented for \$9,365.49. Motion carried with yes votes from Cl'ms Boyer, Campisi, Dietz, Hoffman, Hoke, Hoy and Snyder. EMC Grimm left the meeting.

MIS Quote No. AAAQ4645 – Police Computers – The police computers need to be replaced with units that can handle Windows 11. There were three quotes presented: three workstations for the Police at \$2,715; two units for the Police vehicles for \$8,828 (Quote No. AAAQ4660); and a laptop for Secretary Jackson for \$895 (Quote No. AAAQ4662). Motion by Cl'm Snyder, seconded by Cl'm Campisi to approve all three quotes, plus installation not to exceed \$15,000. Motion carried with yes votes from Cl'ms Boyer, Campisi, Dietz, Hoffman, Hoke, Hoy and Snyder.

Facility Use Agreement Amendment – MAWT Vendor Event – The organization requests the addition of rain dates of March 23<sup>rd</sup> and March 29<sup>th</sup>. Motion by Cl'm Snyder, seconded by Cl'm Hoffman to approve the amendment as presented. Motion carried. Cl'm Campisi abstained due to being an MAWT officer.

The next meeting will be on March 12<sup>th</sup> at 6:00PM. Motion by Cl'm Campisi, seconded by Cl'm Hoke to adjourn at 7:22PM. Motion carried.

Respectfully submitted,

Ann Bowman Jackson  
Borough Secretary