

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

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

Guests – PSP Sgt. James Olinger, Hayden Shutt, Grace Martin

Approval of Minutes – Motion by Cl'm Hoffman, seconded by Cl'm Snyder to approve the minutes from the February 12 and February 26, 2025 Council and Committee meetings as presented. Motion carried.

Public Comment

President Dietz recognized PSP Sgt. James Olinger who was present to introduce himself to the Council. PSP responded to 643 calls in the Borough during 2024 and 136 calls year to date. Recruiting is an issue, as local barracks is down 13% from a full complement of troopers. Sgt. Olinger then left the meeting.

Mr. Shutt and Ms. Martin attended the meeting as a requirement for a High School class.

Financial Reports – Council reviewed the Financial Report through February 28, 2025. Motion by Cl'm Snyder, seconded by Cl'm Hoffman to approve the report as presented. Motion carried. Cl'm Snyder offered to draft an agreement regarding payment of ambulance and rescue services tax to the Millersburg Area Ambulance Association. Secretary Jackson was directed to contact Darlene Roadcap and Diane Kennedy to find out MAAA's projected financial position. Review of the quotes for MYO pavilion roof replacements is to be on the next business meeting agenda for action.

Motion by Cl'm Hoffman, seconded by Cl'm Campisi 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:

- Sunbury Motors replaced the rear brakes on the 2017 truck.
- The boathouse has been dismantled and debris and site cleaned up.
- The crew will open the park restrooms prior to the end of March.
- All equipment has had preventive maintenance completed.

Market Square Park Project Bid Notice & Design Review – Council reviewed the latest plans for the Park renovations as well as the Bid Notice, as provided by YSM. Motion by Cl'm Campisi, seconded by Cl'm Boyer to advertise the Invitation to Bid in the Daily Item on Monday March 17th and Friday, March 21st. Motion carried with yes votes from Cl'ms Boyer, Campisi, Dietz, Hoffman, Hoke, Hoy and Snyder. Discussion on opportunities for local donations was tabled until the March 26th Committee meeting.

Employee Relations Committee

Employee Meal Allowance – Cl'm Snyder led discussion regarding establishing a policy for meal reimbursement for employees. Council will continue discussion at the March 26th Committee meeting.

Finance & Risk Management Committee

Deibler Straub & Troutman Quote to Increase Umbrella Coverage – Council reviewed the quote from DST to increase the Borough’s umbrella coverage with EMC to \$3,000,000, for an additional \$3,186 annually. No action was taken on the quote. A discussion is planned for budget time and Council may solicit quotes for insurance coverages.

Mr. Hoffman left the meeting.

Parks & Recreation Committee

Welcome Center Concession Stand Lease – Brandi Weiss has signed the lease, indicating her intention to rent for the season. Manager Whitall was directed to contact her to ask if April 1st is an agreeable date to begin the lease and rental charges. This matter will be on the March 26th business meeting agenda.

Park Policy – Cl’m Boyer reported to Council that there was an inquiry about allowing alcohol at an upcoming class reunion rental in MYO Park and that he advised that it would not be permitted. This was informational for Cl’ms in the event that any of them is approached about the matter.

Property Committee

MAWT Request to Post Banner – Manager Whitall relayed a request from Yvonne Miller with MAWT to post a 4-foot banner for the Car Show at the Pine Street lot on the day of the Cherry Blossom Festival. Council approved the request.

Public Safety Committee

Borough Ordinance No. 4-25 – Cl’m Snyder reported that this ordinance amends the firefighter/EMS worker EIT credit from \$250 to 100% of their local tax obligation, for those who qualify. Further discussion will be held at the March 26th Committee meeting.

Streets Committee

Updates – Cl’m Boyer reported that retainage is still being held from MASD on their building project, due to some of the stormwater missing the new drains. We are still waiting for as-built drawings. The Millersburg Planning Commission has been made aware of the situation. Cl’m Hoffman reported that we are getting quotes for paving sections of MYO Park Road and West Street. Positive feedback has been received regarding the newly installed traffic mirrors. The committee is considering making Church Street a one-way south between Union and Pine Streets.

Economic Development Committee – Millersburg Planning Commission will be asked for their input on development of the lot at 169 Union Street.

Community Outreach Committee – Book event is scheduled for March 22nd.

Mr. Shutt and Ms. Martin left the meeting.

Mayor’s Report – Monthly statistical report was provided to all Cl’ms. Both officers attended training on Monday and Tuesday, March 10th and 11th.

Manager’s Report – Written report was distributed to all Cl’ms and reviewed with them. A training request will be on the March 26th business meeting agenda.

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

Code Enforcement Officer's Report – Monthly report was provided to all CI'ms. Council directed that the property owners for the two unpaid Quick Tickets regarding snow removal be cited. This will be relayed to Karen Brown.

Update on 358 Market Street – Manager Whitall reported that per Cpt. Gamez, Ms. Davis does not need any special certification for her recovery house because she does not receive any federal funding. Under the Borough's Zoning Ordinance, a recovery house is not included as a not-permitted use, per Main Street. It is a legal non-conforming use due to being grandfathered under the Zoning Ordinance, as it had a similar previous use. This matter was then tabled until the March 26th Committee meeting. Solicitor Kerwin will be consulted to review Cpt. Gamez's findings.

Unfinished Business

Borough Ordinance No. 3-25 – Shade Tree Commission – Formal Adoption – This ordinance re-establishes the Shade Tree Commission, Rules and Regulations for Shade Trees, and the Shade Tree Tax. Motion by CI'm Boyer, seconded by CI'm Campisi to adopt Borough Ordinance No. 3-25 as presented. Motion carried.

Borough Ordinance Nos. 2-25 and 5-25 – Legal Notice – Motion by CI'm Hoffman, seconded by CI'm Hoy to approve publishing the legal notice one time in The Citizen Standard with both ordinances scheduled for formal adoption at the April 9th Council meeting. Motion carried with yes votes from CI'ms Boyer, Campisi, Dietz, Hoffman, Hoke, Hoy and Snyder.

Wood Wise Invoice No. 1070 – 2024 RF Park Tree Trimming Balance Due – Council reviewed the invoice for work completed in 2024 for \$6,000, with \$3,000 previously approved and paid. The contractor allowed the balance to be paid in 2025, once real estate taxes began coming in. Motion by CI'm Hoffman, seconded by CI'm Snyder to pay the remaining balance of \$3,000 to Wood Wise. Motion carried with yes votes from CI'ms Boyer, Campisi, Dietz, Hoffman, Hoke, Hoy and Snyder.

FSA Invoice – Tanners Run Extras – A revised invoice will be coming from FSA.

New Business

FSA Invoice No. 54298 – Tanners Run – Council reviewed the invoice for \$2,880 for Tanner's Run services. Motion by CI'm Hoffman, seconded by CI'm Hoy to pay the invoice as presented to FSA. Motion carried with yes votes from CI'ms Boyer, Campisi, Dietz, Hoffman, Hoke, Hoy and Snyder.

Millersburg.com Domain Transfer – MAWT has requested the use of this domain name. Council reviewed the transfer document, which was reviewed and approved by Solicitor Kerwin. Motion by CI'm Snyder, seconded by CI'm Hoffman to permit the transfer of the Millersburg.com domain name to MAWT for the sum of zero dollars. Motion carried. CI'm Campisi abstained due to being an officer in MAWT.

PPL Quote Nos. 81046398-3 and 81046399-3 – Market Square Park Project – Council reviewed the quotes for \$1,360 to relocate the service and \$6,065 to relocate a street light. Motion by CI'm Boyer, seconded by CI'm Hoffman to approve both quotes. Motion carried with yes votes from CI'ms Boyer, Campisi, Dietz, Hoffman, Hoke, Hoy and Snyder.

2025 UDCOG Dues – Council reviewed the invoice for \$458.10. Motion by CI'm Hoffman, seconded by CI'm Campisi to pay the invoice as presented. Motion carried with yes votes from CI'ms Boyer, Campisi, Dietz, Hoffman, Hoke, Hoy and Snyder.

Communications – One item listed, not requiring Council action.

Organization Reports

Upper Dauphin COG – January 16, 2025 meeting minutes were distributed to all CI'ms. The April 17th meeting will be hosted by Upper Paxton Township. A draft of the EMS study will be presented at that meeting.

Millersburg Planning Commission – Topics discussed at the March 5th meeting were a rental code, Tanner's Run and MASD track renovation. President Dietz announced that he has been appointed to the Dauphin County Planning Commission.

Millersburg Area Pool Association – February 16, 2025 meeting minutes were provided to all CI'ms. A liaison is needed from Borough Council.

Millersburg Fire Company – January 14 and February 11, 2025 meeting minutes were provided to all CI'ms.

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

Dauphin County Tax Collection Committee – No report.

Millersburg Ferry Boat Association – No report.

Dauphin Lebanon County Boroughs Association – The next meeting will be held on April 29th.

Zoning Hearing Board – No report.

Upper Dauphin Industrial Development Authority – No report.

Property Maintenance Appeals Board – No report.

Millersburg Borough Safety Committee – No report.

Community Garden Committee – CI'm Campisi reported that work days will start next week. The Garden Committee is partnering with the School and the Pool to accomplish planting. The Borough will be receiving a grant from Penn State for \$5,500 for the Community Garden project.

Millersburg Area Ambulance Association – No report.

Millersburg Area Working Together – CI'm Campisi reported that they are looking for judges for the Chili Contest and the Cherry Dessert Contest. Permission was given to store glassware donations downstairs.

The next meeting will be on March 26th at 6:00PM. The meeting was recessed to the Call of the Chair at 8:30PM.

Respectfully submitted,

Ann Bowman Jackson
Borough Secretary