

**Millersburg Borough Council
Council Chambers
June 11, 2025 Meeting Minutes**

Call to Order – Council President Dietz called the meeting to order at 6:00PM with Cl'ms Boyer, Campisi and Hoke present. Mayor Alan Bowman, Manager James Whitall and Secretary Ann Jackson were also present. Solicitor Kerwin arrived at 7:10PM. The invocation was given by President Dietz, followed by the Pledge of Allegiance.

Guests – Stephanie Boudier, Jessica Boudier, Ron Gessner

Approval of Minutes – Motion by Cl'm Hoke, seconded by Cl'm Campisi to approve the minutes from the May 14 and May 28, 2025 Council meetings as presented. Motion carried.

Public Comment

President Dietz recognized the Boudiers who were present to observe the meeting. President Dietz next recognized Ron Gessner who resides as a tenant at 524 Moore Street. Mr. Gessner requested an update on Mr. Chubb returning to clean up the rocks from his yard and re-grade it. Council directed Manager Whitall to contact Mr. Chubb and the landlord and set a date for the work to be completed. If the work is not completed by that date, the Borough will complete the job.

Financial Reports – Council reviewed the Financial Report through May 31, 2025. Motion by Cl'm Hoke, seconded by Cl'm Boyer to approve the report as presented. Motion carried.

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

Employee Relations Committee – Nothing to report.

Finance & Risk Management Committee – Nothing to report.

Parks & Recreation Committee

Belson Outdoors Quote – Pet Waste Stations – Council reviewed the quote for \$1,076.24 for two stations, including signage, posts and bags. Motion by Cl'm Boyer, seconded by Cl'm Campisi to approve purchasing the pet waste stations as quoted, and to pay for the expense from the Parks Construction line item in the budget. Motion carried with yes votes from Cl'ms Boyer, Campisi, Dietz, and Hoke.

Facility Use Agreement – Music in the Park – Peace of Mind Café (Krystle Shearer) would like to hold concerts in MYO Park on July 18th and August 22nd from 5:00 to 10:00PM. Motion by Cl'm Hoke, seconded by Cl'm Boyer to approve the agreement with a user fee of \$100, contingent upon receiving her certificate of insurance listing Millersburg Borough as additionally insured. Motion carried.

Facility Use Agreement – Mbg. Fire Company Fireworks Festival – The organization would like the use of River Street, Riverfront and MYO Parks on July 3rd from 9:00AM until midnight for the annual concert, festival and fireworks display. Motion by Cl'm Hoke, seconded by Cl'm Campisi to approve the agreement and to waive the user fee, contingent upon receiving the certificates of insurance listing Millersburg Borough as additionally insured. Motion carried.

Review of Quotes for MYO Pavilions 1&2 Roof Replacements – Quote were received from Chubb Construction for \$22,200 and PA Roofers for \$23,800. President Dietz contacted Cl'm Hoffman by phone, and it was determined that Mr. Chubb had not been requested to do the additional clean-up work at 524 Moore Street. Motion by Cl'm Boyer, seconded by Cl'm Campisi to award the job to PA Roofers at \$23,800 and to coordinate the work with the rental schedule. Cl'ms Boyer and Campisi voted yes. Cl'ms Dietz and Hoke voted no. Mayor Bowman voted yes, and the motion carried. Mr. Smucker requested permission to post his business sign on the premises, if PA Roofers were awarded the job and Council agreed.

Property Committee

Review of Proposals for Real Estate Services – 510/512 Moore Street and 34 Pine Street (Former Reamer Lot) – Council reviewed proposals from Nathan Daniels with Iron Valley Real Estate and Lori Schoffstall with JCT Realty, Inc. Motion by Cl'm Campisi to accept Lori Schoffstall's proposal for selling both properties. There was no second to the motion. The matter was then tabled until the June 25th Council meeting so that more clarification could be obtained on both proposals.

Daniel Miller House Update – The Historical Society is requesting that the Borough provide a 99-year lease proposal. This will be reviewed at the June 25th Council meeting.

101 West Street Tenant – Council directed Manager Whitall to get an update from our tenant on their plans for office use.

Public Safety Committee – Nothing to report.

Streets Committee

FSA Invoice Nos. 54995& 54996 – Streets Projects – Council reviewed two invoices for general engineering services, one for West Street for \$1,565 and one for MYO Park Road also for \$1,565. Motion by Cl'm Campisi, seconded by Cl'm Hoke to pay both invoices from the general engineering line item. Motion carried with yes votes from Cl'ms Boyer, Campisi, Dietz, and Hoke.

Review of Barricade Quotes – Council reviewed two quotes for 15 barricades. PA Municipal quoted \$2,700 and D.E. Gemmill, Inc. quoted \$2,295. Motion by Cl'm Boyer, seconded by Cl'm Hoke to approve D.E. Gemmill's quote for \$2,295. Motion carried with yes votes from Cl'ms Boyer, Campisi, Dietz, and Hoke.

Economic Development Committee –

Dauphin County DCED Urban County Program – Dauphin County must requalify for Urban County status in order to be eligible for federal CDBG funding. As recommended by George Connor, Council agreed to opt into the program and no further action was needed.

Community Outreach Committee – Nothing to report.

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

PA Mayors Association Annual Conference – Mayor Bowman requested permission to attend the annual conference in Harrisburg from July 17-20th. The registration fee is \$250 with an additional \$30 to have a business card listing in the publication. Motion by Cl'm Campisi, seconded by Cl'm Hoke to approve the request for \$280 as presented. Motion carried with yes votes from Cl'ms Boyer, Campisi, Dietz, and Hoke.

PSAB Policy & Resolutions Committee Report – Mayor Bowman reported on the Committee's activity PSAB will be lobbying the State legislature on.

Manager's Report – Written report was distributed to all CI'ms; Verbal Judo class and "Fill My Hole" pothole program were highlighted.

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

Unfinished Business

Borough Ordinance No. 6-25 – Mid Penn Bank Loan – Solicitor Kerwin reviewed the debt ordinance as prepared by Mid Penn Bank's legal counsel. The ordinance is required due to the amount of the loan. Motion by CI'm Hoke, seconded by CI'm Campisi to approve the ordinance as presented. Motion carried. Solicitor Kerwin then left the meeting.

Review of Proposals for Codes Enforcement Officer – No additional responses were received. Barry Isett & Associates will provide interim enforcement. Council will look at division of duties to attempt to keep costs at a minimum. Council will revise the fee schedule resolution at the June 25th meeting.

Mr. Gessner left the meeting.

President Dietz called an executive session for personnel reasons at 7:32PM with the Bouders, Manager Whitall and Secretary Jackson leaving Council chambers. Manager Whitall returned to Council chambers part-way through the executive session. The meeting was called back into regular session at 7:40PM with the Bouders and Secretary Jackson returning to Council chambers.

FSA Invoice No. 54993 – Market Square Park Project – Council reviewed the invoice for \$2,530. Motion by CI'm Boyer, seconded by CI'm Hoke to forward the invoice to Dauphin County for payment from the Borough's Gaming Grant. Motion carried.

YSM Invoice No. 8136 – Market Square Park Project – Council reviewed the invoice for \$501.87. Motion by CI'm Boyer, seconded by CI'm Hoke to forward the invoice to Dauphin County for payment from the Borough's Gaming Grant. Motion carried.

New Business

Borough Resolution No. 25-01 – American Legion Gaming Grant Co-Sponsorship – The Legion has requested the Borough's support of their request for \$50,000 to finance upgrades to their air conditioning system. Motion by CI'm Boyer, seconded by CI'm Hoke to approve Borough Resolution No. 25-01 as presented. Motion carried.

Keystone Collections Group Per Capita Tax Collection Agreement – Following an extensive review of proposals from various collectors, Eric Petery, MASD Business Manager, is recommending a change in the School District's real estate and per capita tax collector from J.P. Harris & Associates to Keystone Collections Group. Council reviewed the proposed agreement as provided by Keystone. Motion by CI'm Hoke, seconded by CI'm Boyer to approve the agreement naming Kratzenberg & Associates, Inc. DBA Keystone Collections Group as the Borough's per capita tax collector. Motion carried.

Communications – Listing was provided to all CI'ms. There was nothing requiring Council action.

Organization Reports

Upper Dauphin COG – No report.

Millersburg Planning Commission – No report.

Millersburg Area Pool Association – Cl'm Campisi referenced a financial report January 1 through June 4, 2025. All Cl'ms received the accounting.

Community Garden Committee – Cl'm Campisi reported that two cameras were installed due to finding a broken hose and the gate being left open. They will be partnering with the Pool for a showing of Moana II.

Millersburg Area Working Together – Cl'm Campisi reported that James Whitall and John Wenner are new board members.

Cl'm Campisi left the meeting.

Upper Dauphin COG – No report.

Millersburg Planning Commission – No report.

Millersburg Fire Company – April 8, 2025 meeting minutes were provided to all Cl'ms.

Millersburg Area Authority – February 3, March 3 and April 7, 2025 meeting minutes were provided to all Cl'ms.

Dauphin County Tax Collection Committee – January 15, 2025 reorganization 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 – No report.

Millersburg Area Ambulance Association – No report.

The next meeting will be on June 25th at 6:00PM. The meeting was recessed to the Call of the Chair at 8:25PM.

Respectfully submitted,

Ann Bowman Jackson
Borough Secretary