

**Millersburg Borough Council
Council Chambers
August 13, 2025 Meeting Minutes**

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

Guests – John Hoffman, Ron Gessner, Jina Wingard and Rebecca Zemencik

Approval of Minutes – Motion by Cl'm Hoffman, seconded by Cl'm Campisi to approve the minutes from the July 9 and July 23, 2025 Council and Committee meetings as presented. Motion carried.

Public Comment

President Dietz recognized Ron Gessner, resident at 524 Moore Street. Mr. Gessner thanked the Council for doing their due diligence regarding repairs to the empty lot next door. He then left the meeting.

Financial Reports – Council reviewed the Financial Report through July 31, 2025. Motion by Cl'm Campisi, seconded by Cl'm Hoffman to approve the report as presented. Motion carried. President Dietz directed Manager Whittall to check with Chairman Snyder on the status of the ballistics wall in the Police Department.

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

Chubb Construction Final Payment 510/512 Moore Street Demolition – Manager Whittall reported that there is still \$500 owed to Mr. Chubb. Motion by Cl'm Hoke, seconded by Cl'm Hoffman to pay \$500 to Chubb Construction. Motion carried with yes votes from Cl'ms Boyer, Campisi, Dietz, Hoffman and Hoke.

Crew Leader Report – Mr. Hoffman reviewed his report with Council. Additionally, six street trees have been taken down so far. The 2002 and 2011 Public Works trucks are due for inspection this month. Some of the larger potholes may need to be repaired via large patches.

Review of Real Estate Offers – An offer of \$28,000 was received from Ryan Herb for 510/512 Moore Street. Ms. Wingard attended as Mr. Herb's representative. Ms. Wingard reported that Mr. Herb is requesting a five-year window to put a permanent residential structure on the lot. Solicitor Kerwin was unavailable for immediate consultation. President Dietz advised that Council's intention is to make a decision at the August 27th meeting. The deadline for considering offers will be at Nathan Daniels' discretion while the Council awaits legal input.

Manager Whittall reported on the Pine Street lots. An offer of \$50,000 was received from Chad and Linnea Campbell. There were three additional inquiries. Two inquiries were disregarded due to the buyers' intended use. George and Connie Stoneroad will be requested to clarify "residential building interest". Ms. Schoffstall will be asked to communicate this to the Stoneroads. Both agents will be encouraged to put a push on advertising, keeping in mind that Council would like to award at the meeting on August 27th. Ms. Wingard then left the meeting.

Parks & Recreation Committee

Facility Use Agreement – Historical Society’s Local History Day – The organization requests the use of Market Square Park, Veterans Park and MYO Pavilion #3 on September 12 from 7AM to 3PM for Local History Day. Special requirements were reviewed; there were no changes from last year’s agreement. Motion by Cl’m Hoffman, seconded by Cl’m Campisi to approve the agreement as presented, contingent upon receiving the organization’s certificate of insurance and to waive the user fee. Motion carried.

Facility Use Agreement – Valley Flying Discs Grand Opening – The organization requests the use of Seal Park Pavilions #1 and 4 on September 13 from 9AM to 6PM for the Seal Park Disc Golf Grand Opening. Special requirements were reviewed. Motion by Cl’m Campisi seconded by Cl’m Hoke to approve the agreement as presented, contingent upon receipt of the organization’s certificate of insurance and to waive the user fee. Motion carried.

Streets Committee

Opening of 2025 Streets Project Bids – One bid was received for each project. New Enterprise Stone and Lime bid \$219,748.60 on the West Street project and \$120,782.50 on the MYO Park Road project. No action was taken and Council agreed to re-bid in early Spring 2026 using PennBid.

Chairman Hoffman reported that the TISIP project has been placed on hold until February 2026, per HRG. Council directed Manager Whitall to find the streets bid packet template previously created.

Employee Relations Committee – Cl’m Campisi again reported that she would like to step away as Chairperson of this Committee and move to Economic Development.

Mr. Hoffman left the meeting.

Cl’m Boyer requested an executive session. President Dietz called an executive session at 7:10PM for an employee matter. Ms. Zemencik, Manager Whitall and Secretary Jackson left Council chambers. The meeting was called back into regular session at 7:55PM with all three returning to Council Chambers.

Broken Car Window – Manager Whitall reported that while the crew was weed-whacking along Union Street a rock was thrown into a car window while the driver was passing through the work area. Our insurance denied payment to the claimant, Ms. Sonya Miller. Council agreed to reimburse the repair cost to Ms. Miller, which Manager Whitall reported is approximately \$200.

Tanner’s Run DEP Permit – Manager Whitall reported that DEP has not agreed to process an emergency permit. Additionally, due to five endangered species in the work zone, an engineering survey will be required. FSA quoted the cost at \$15,500. The project is on pause.

Civic Smart Parking Meter Quote – Council reviewed a quote for 168 meter heads for \$121,291 with financing provided at 5% fixed for 36 months. The current layout calls for 150 metered spaces on Market and Union Streets and around both sides of the Square. Council expressed interest in putting this project in the 2026 Capital Improvement budget.

Handicapped Parking Space Application – 738 Union Street – Manger Whittall reported that the landlord has approved the installation. The tenant is moving from Pine Street to 738 Union Street. The Pine Street spot will be removed, and the handicapped sign will be used at the Union Street location. Motion by Cl’m Hoffman, seconded by Cl’m Campisi to charge the applicant \$50 to cover the new address sign and Borough labor. Motion carried.

Economic Development Committee – Nothing to report.

Community Outreach Committee – Cl'm Campisi reported that National Night Out was very well attended, and they would like to grow the event for 2026. Council would like an update on the project from the owner of Thyme Hotel. Manager Whitall will invite Mr. Smucker to the August or September Committee of the Whole meeting. Council would like the sidewalk along Market Street to be repaired and the weeds to be trimmed at this property.

Cl'm Boyer left the meeting.

Mayor's Report – Monthly statistical report was provided to all Cl'ms. Cl'm Hoffman requested the Mayor to report to Cpt. Gamez that Council would like officers to be scheduled for nights and weekends, so they are available to patrol MYO Park, specifically the MYO pavilions, due to increased activity.

Manager/Code Officer's Report - Written report was distributed to all Cl'ms. Manager Whitall reported on his work schedule which will change with the start of the school year.

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

Unfinished Business

Request for Proposals – Building Codes Administration – Manager Whitall reported that none were received.

Borough Ordinance No. 7-25 – Golf Carts – Legal Advertisement – Manager Whitall reported that addition edits were made, per Cpt. Gamez. Motion by Cl'm Hoffman, seconded by Cl'm Campisi to place the legal notice in The Citizen Standard as presented. Motion carried with yes votes from Cl'ms Campisi, Dietz, Hoffman and Hoke. Council will devise a marketing strategy.

FSA Invoice No. 55473 – Market Square Park Project – Manager Whitall reported that DCNR requires the municipality to pay for the expense first then submit a reimbursement request to them, in order to receive payment from the grant. Motion by Cl'm Hoffman, seconded by Cl'm Hoke to pay the invoice for \$410 and to submit a request to DCNR for reimbursement. Motion carried with yes votes from Cl'ms Campisi, Dietz, Hoffman and Hoke.

FSA Invoice Nos. 55475, 55476 & 55477 – Motion by Cl'm Hoffman, seconded by Cl'm Hoke to pay Invoice No. 55475 for \$1,070 (Tanner's Run Drainage Improvements), No. 55476 for \$1,190 (MYO Park Road), and No. 55477 for \$1,390 (West Street) all from the Liquid Fuels account. Motion carried with yes votes from Cl'ms Campisi, Dietz, Hoffman and Hoke.

Barry Isett & Associates Invoice – Market Square Park Project – Motion by Cl'm Hoffman, seconded by Cl'm Campisi to pay the invoice for \$2,413.80 and to seek reimbursement from the DCNR grant. Motion carried with yes votes from Cl'ms Campisi, Dietz, Hoffman and Hoke.

YSM Invoice No. 8202 – Market Square Park Project – Motion by Cl'm Hoffman, seconded by Cl'm Campisi to pay the invoice for \$1,500.70 and to seek reimbursement from the DCNR grant. Motion carried with yes votes from Cl'ms Campisi, Dietz, Hoffman and Hoke.

Doug Lamb Application No. 1 Balance – Market Square Park Project – Manager Whitall reported that he made a correction on the remaining available Gaming Grant funds to \$53,678.80, leaving a balance on the invoice of \$16,254.35. Motion by Cl'm Hoffman, seconded by Cl'm Hoke to pay the balance of the invoice of \$16,254.35 and to seek reimbursement from the DCNR grant. Motion carried with yes votes from Cl'ms Campisi, Dietz, Hoffman and Hoke.

New Business

Borough Resolution No. 25-05 – Gaming Grant Co-Sponsorship - Historical Society and Borough Resolution No. 25-06 – Gaming Grant Co-Sponsorship - Millersburg Ferry Boat Assoc. – Council discussed applicants already approved and potential applications still to come before them. Council directed Secretary Jackson to find out from Upper Paxton Township how many requests they have approved and the amounts of the requests, as well as any anticipated requests. This matter will be reviewed at the August 27th business meeting.

Decorum for Council Members & Elected Officials – President Dietz addressed the Council and Mayor regarding decorum. He requested that when someone notices that the direction of a conversation is declining, to try to head it off at the pass and added that everyone is here for the betterment of the community.

In light of President Dietz's term ending at the end of the year, Cl'm Campisi requested everyone to take a turn conducting a meeting. President Dietz will ask the three absent Cl'ms their thoughts on this suggestion.

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

Organization Reports

Upper Dauphin COG – President Dietz reported that COG voted to pursue setting up an authority model and that members are awaiting the final report from ROBB Consulting.

Millersburg Area Pool Association – Cl'm Hoke reported that the Troutman Foundation's contribution increased this year. Cl'm Campisi reported that September 1st will be the final day. The Pool Board members will be invited to attend the August Committee of the Whole meeting to conduct a financial presentation.

Community Garden Committee – Cl'm Campisi reported that 90 lbs. were harvested in July.

Millersburg Area Working Together – Cl'm Campisi reported that Holiday Magic will be held on Saturday, November 29th from 2-7PM. There is interest in shutting down West Street and using Race Street as the detour.

Millersburg Planning Commission – No report.

Millersburg Shade Tree Commission – No report.

Millersburg Fire Company – June 10, 2025 meeting minutes were provided to all Cl'ms.

Millersburg Area Authority – March 3, April 7, May 5 and June 2, 2025 meeting minutes were provided to all Cl'ms.

Dauphin County Tax Collection Committee – No report.

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 there will be a roundtable on August 20th to plan for the Halloween parade and Christmas Tree Lighting.

Millersburg Area Ambulance Association – No report. Darlene Roadcap is to be added to the August 27th Committee meeting agenda.

The Employee Leave policy with edits from Solicitor Kerwin and an Elder Care Policy are to be on the August 27th Committee meeting agenda.

The next meeting will be on August 27th at 6:00PM. The meeting was recessed to the Call of the Chair at 9:25PM.

Respectfully submitted,

Ann Bowman Jackson
Borough Secretary