Millersburg Borough Council
Council Chambers
August 27, 2025 Meeting Minutes

<u>Call to Order</u> – President Christopher Dietz called the meeting to order at 6:00PM with Cl'ms Boyer, Campisi, Hoffman, Hoke, Hoy and Snyder present. Mayor Alan Bowman, Manager James Whitall and Secretary Ann Jackson were also present. Solicitor Kerwin arrived at 6:30PM. The invocation was given by President Dietz, followed by the Pledge of Allegiance.

<u>Guests</u> – David Russell, Mike Williard, Melanie Morrison, Dean Riland, Nathan Daniels, Lori Schoffstall, Ryan Herb & son, Darlene Roadcap

<u>Public Comment</u> – President Dietz recognized David Rusell, who spoke on behalf of the Millersburg Ferry Boat Association. They are interested in acquiring the Borough's Pine Street property to consolidate construction material, records storage and office operations. They submitted a proposal to the Council for $50,000.

<u>Millersburg Area Ambulance Association Agreement</u> – Cl'm Snyder reviewed the latest draft of the agreement between the Borough and the Ambulance Association. Motion by Cl'm Snyder, seconded by Cl'm Hoy to approve the Basic Life Support Services Agreement with the Millersburg Area Ambulance Association effective today through the remainder of 2025. Motion carried. Cl'm Snyder will make the final edits and prepare the document for signatures.

<u>2002 Public Works Truck Update</u> – Cl'm Hoke reported that the 2002 truck will not pass inspection. He will be meeting with Crew Leader John Hoffman, Cl'm Hoffman and Manager Whitall on September 5th to devise a plan.

Ms. Morrison left the meeting.

<u>Unfinished Business</u>

<u>Employee Leave Policy</u> – Council was presented with the latest version of the document. Motion by Cl'm Hoy to approve the policy as presented. There was no second to the motion. President Dietz directed that this matter be added to a future Committee Meeting agenda for revision. Additionally, at her request, Cl'm Campisi was removed as Employee Relations Committee Co-Chairperson.

Solicitor Kerwin arrived. President Dietz called an executive session at 6:37PM for Council to discuss real estate matters and all guests were excused from Council chambers. Cl'm Campisi left during the executive session at 6:46PM. The meeting was called back into regular session at 7:06PM with Mr. Daniels, Ms. Schoffstall, Mr. Riland, Mr. Williard, Dr. Russell and Mr. Herb and son returning to Council chambers.

<u>Review of Real Estate Offers</u> – Solicitor Kerwin explained that per the Borough Code, the Borough may only sell real estate property through the sealed bids process. Motion by Cl'm Hoke, seconded by Cl'm Hoy to place an Invitation to Bid for both properties in The Daily Item on Sunday, August 31st, if possible, for bid opening at the September 10th or September 24th Council meeting. The deadline for bids shall be 3:00PM on September 10th. Motion carried with yes votes from Cl'ms Boyer, Campisi, Dietz, Hoffman, Hoke, Hoy and Snyder.

Cl'm Campisi and Cpt. Gamez entered Council chambers during the discussion of the real estate offers.

Motion by Cl'm Boyer, seconded by Cl'm Hoke to approve a deed restriction on both properties that states "no trailer homes, mobile homes, or other temporary type structure shall be placed on this lot for use as a home, nor shall any junk cars, trucks or other vehicles or other unsightly accumulation of materials except for building materials temporarily placed on this lot, be maintained thereon". Motion carried with yes votes from Cl'ms Boyer, Campisi, Dietz, Hoffman and Hoke. Cl'ms Hoy and Snyder voted no.

Mr. Daniels, Ms. Schoffstall, Mr. Williard, Dr. Russell and Mr. Herb and son left the meeting.

Mid Penn Bank Loan No. 500252697 – Secretary Jackson presented the loan payoff documentation for the 510/512 Moore Street demolition project. Council plans to wait until after the property is sold to take any action.

Daniel Miller House Lease Agreement – Manager Whitall reported that all requested changes have been made to the latest draft. A copy of the proposed lease was given to Mr. Riland. Any suggestions from the Historical Society are to be forwarded to Manager Whitall. Mr. Riland then left the meeting.

Property Maintenance Complaint Policy Discussion – Council approved implementation of an email submitted form for reporting property maintenance complaints. Complainants may remain anonymous; completion of "Name" will be optional. The matter is to be revisited in 90 days. Cpt. Gamez left the meeting.

Market Square Park Update – Council reviewed the report on the gazebo issued by Durst & Taylor, structural engineers. The report indicates major structural damage to the gazebo, mainly moderate to severe cracking of the radial roof beams, due to excessive wind pressures. Their invoice was provided for $1,100 for the inspection and report. A quote for $2,600 was also discussed, to design a remedy to return the structure to a plumb condition and to stabilize it. Cl'm Boyer offered to have his office take measurements needed for the 3-D structural analysis model. Motion by Cl'm Boyer seconded by Cl'm Hoffman to approve payment of the $1,100 invoice and the $2,600 quote to have Durst & Taylor proceed with the work. Motion carried with yes votes from Cl'ms Boyer, Campisi, Dietz, Hoffman, Hoke, Hoy and Snyder.

Market Square Park - Doug Lamb Construction Change Order No. 1 – Council reviewed the change order for $6,186 for repair of the sinkhole. Motion by Cl'm Hoffman, seconded by Cl'm Snyder to approve the expense. Motion carried with yes votes from Cl'ms Boyer, Campisi, Dietz, Hoffman, Hoke, Hoy and Snyder.

KH Electric Application for Payment #3 – Council reviewed the invoice for $70,783.51. Motion by Cl'm Hoffman, seconded by Cl'm Hoke to pay the invoice as presented and to seek reimbursement from the DCNR grant. Motion carried with yes votes from Cl'ms Boyer, Campisi, Dietz, Hoffman, Hoke, Hoy and Snyder.

Tanner's Run Easement Agreements – Temporary Easement Agreements have been signed by A.W. Troutman's, Carol L. Reisch, Klinger Investment Group LLC and Kocher Enterprises, Inc. Motion by Cl'm Hoffman, seconded by Cl'm Hoke to accept all four Easement Agreements for the Tanner's Run project. Motion carried.

Manager Whitall reported that we received new project specifications from FSA and that we are awaiting DEP approval to proceed with the repair project.

TISIP Project – Invoice No. 14 – Council agreed to hold this invoice until the September 10th Council meeting while they wait for answers as to why the project got pushed back and how is the County going to deal with construction cost increases.

Gaming Grant Co-Applicant Requests – The Millersburg Pool is requesting the Borough to be a co-applicant in their application for $75,000 for the sand-blasting project. Motion by Cl'm Hoke, seconded by Cl'm Hoy to co-sponsor the Millersburg Pool for their request for $75,000 and to rank the applications as #1- the Borough; #2-the Pool; #3-the Legion. Motion carried. Cl'm Campisi abstained due to being on the Pool

Board. Motion by Cl'm Hoffman, seconded by Cl'm Hoke that if Upper Paxton Township does not sponsor, to also co-sponsor the Ferry Boat Association, the Historical Society and the Ned Smith Center for their applications and to rank them in said order #4, 5 and 6. Motion carried.

Motion by Cl'm Hoffman, seconded by Cl'm Hoke to adjourn at 9:00PM. Motion carried.

Respectfully submitted,

Ann Bowman Jackson
Borough Secretary