

**Millersburg Borough Council
Council Chambers
October 8, 2025 Meeting Minutes**

Call to Order – Council President Dietz called the meeting to order at 6:00PM with Cl'ms Boyer, Campisi Hoke, Hoy and Snyder 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 – Chris Zampogna, Bill Specht, Greg Kerwin and Grant Ober – Mid Penn Bank representatives

Approval of Minutes – Motion by Cl'm Hoke seconded by Cl'm Boyer to approve the minutes from the September 10 and September 24, 2025 Council and Committee meetings as presented. Motion carried.

Public Comment – Deferred until all guests arrive.

Financial Reports – Council reviewed the Financial Report through September 30, 2025. Motion by Cl'm Hoy, seconded by Cl'm Hoke to approve the report as presented. Motion carried. Council reviewed the Check Detail report. Motion by Cl'm Hoke, seconded by Cl'm Hoy to approve the Check Detail Report as presented. Motion carried with yes votes from Cl'ms Boyer, Campisi, Dietz, Hoke, Hoy and Snyder.

Employee Relations Committee – An executive session will be held later in the meeting.

Finance & Risk Management Committee – Council was reminded about budget preparation. Secretary Jackson reported that we received our health insurance renewal rates and noted a 19.7% increase.

Parks & Recreation Committee

YSM Invoice No. 8282 – Market Square Park Project – Council reviewed the invoice for \$5,158.75 for services through September 12, 2025. Motion by Cl'm Hoke, seconded by Cl'm Campisi to pay the invoice and seek reimbursement from the DCNR grant. Motion carried with yes votes from Cl'ms Boyer, Campisi, Dietz, Hoke, Hoy and Snyder.

Market Square Park Project Invoices

- Doug Lamb Construction, Inc. Application for Payment No. 2 – \$72,091.97
- Doug Lamb Construction, Inc. Application for Payment No. 4 – \$27,521.43
- KH Electric, LLC Application for Payment No. 4 – \$15,334.16
- George Ely Associates, Inc. Invoice No. E-43679 – 6 benches and litter receptacle – \$19,124

Motion by Cl'm Hoke, seconded by Cl'm Snyder to pay all four invoices as presented using the remainder of the DCNR grant and General Fund income from sponsorships, the Lorena Lemons TFEC funds and UDIDA contribution and to draw the remainder needed from the project loan. Motion carried with yes votes from Cl'ms Boyer, Campisi, Dietz, Hoke, Hoy and Snyder.

Council also decided the placement of the project donors sign to be along the walkway where the former Park Rules sign had been located.

Smucker Gardens Quote for Planted Christmas Tree – Council reviewed the quote provided by Smucker's for a 10-12 foot Serbian spruce for \$1,902.99, including planting. Manager Whittall is to confirm any warranty. Motion by Cl'm Boyer, seconded by Cl'm Hoke to approve the purchase, contingent upon the Lions Club's approval to cover the expense. Motion carried.

Property Committee

Water Authority Suite Lease – The lease term has been changed from fifteen months to a twelve-month term, then moves to a month-to-month lease. New Enterprise is the new tenant with the rent set at \$1,300 per month. Motion by Cl'm Hoke, seconded by Cl'm Snyder to approve the lease as revised. Motion carried.

Welcome Center Concession Stand – Cl'm Hoke reported that he reviewed the two letters of interest, and he recommends renting to Jacqueline Burke, owner of Jackies Snackies LLC. Motion by Cl'm Hoke, seconded by Cl'm Hoy to lease the Concession Stand to Jackie Burke for 2026 for \$300 per month. Motion carried.

Disposition of 2002 Public Works Truck – Cl'm Hoke requested Council approval to put the truck on Municibid. There would be no seller's fee and there is no sealed bid requirement. He will take pictures, list it "as is", with a starting bid of \$1,000 and use John Hoffman as the contact. Motion by Cl'm Snyder, seconded by Cl'm Campisi to approve the procedure as requested. Motion carried.

Public Safety Committee

Adoption of Police Pay Scale – Council reviewed the Police pay scale as proposed by Cpt. Gamez, with an amendment of an additional increase of the annual COLA. Motion by Cl'm Snyder, seconded by Cl'm Campisi to adopt the pay schedule, effective 2026. Motion carried with yes votes from Cl'ms Boyer, Campisi, Dietz, Hoke, Hoy and Snyder.

Public Comment

Mid Penn Bank Building Facade for Temporary Building

President Dietz recognized Mr. Kerwin, who reported that Mid Penn Bank is working on the request for four variances for Mid Penn Bank's new building project. There is a possible fifth variance regarding the west wall of the temporary building, which will be later converted to their maintenance shed, following completion of the main building. The drawing shows that the facade on the west wall is not broken up, as required by Borough ordinance. The Millersburg Planning Commission recommended to Council that they waive this requirement and be permitted to build as specified. Motion by Cl'm Hoke, seconded by Cl'm Snyder to waive the Zoning Ordinance requirement to break up the facade on the west wall of the temporary building. Motion carried. Manager Whitall questioned dust control measures during demolition. Mr. Ober reported that he has been working closely with Karen Brown, Zoning Officer overseeing this project. Mr. Kerwin, Mr. Zampogna, Mr. Specht and Mr. Ober then left the meeting.

Streets Committee – Nothing to report.

Economic Development Committee

PA Fish & Boat Commission Grant – Manager Whitall reported that the PFBC approached the Borough to consider putting in a boat launch in Riverfront Park north of the ferry landing. Their grant is a 50% matching grant for engineering and design costs, and they have assured the Borough that they will find the remaining funding for construction costs. This project would require significant traffic pattern alterations and Council agreed that they do not want to pursue this opportunity at this time.

Community Outreach Committee – Nothing to report.

Mayor's Report – Monthly statistical report was provided to all Cl'ms. Mayor Bowman reported that old evidence has been removed and disposed of.

Manager/Code Officer's Report – Written report was distributed to all Cl'ms. Highlights were awards of a \$1,500 KMIT grant for gym equipment and a \$48,000 CDBG grant for remediation of the Union Street lot. A walk through on State Route 147 was done with PennDOT officials to survey trees and stumps that need attention prior to the State's resurfacing project.

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

Unfinished Business

Tanner's Run Update and Budget Review – Manager Whitall reported that we have 20 days left on our permit to complete this project. Grosser's updated their quote with an additional \$9,000 for material required to line the trench. Professional tree trimming/removal needs to be done first on a number of trees that have power lines running through them. Motion by Cl'm Boyer, seconded by Cl'm Hoke to proceed with Grosser's if we find partners who will fund the additional \$9,000 plus tree removal expenses. Request is to go out to Upper Paxton Township, Millersburg Area Authority, Frank Klinger, Bill Specht, Millersburg Girls Softball Assoc. and Dauphin County. The project will only proceed if all funds required as stated are committed prior to October 15th. Motion carried.

New Business

Tax Collector Resignation – Alex Reber submitted his written resignation as Borough Tax Collector, effective September 30, 2025. Motion by Cl'm Hoke, seconded by Cl'm Campisi to accept Mr. Reber's resignation. Motion carried. Secretary Jackson will notify Dauphin County Board of Elections.

Communications – Listing was provided to all Cl'ms. Council will take into consideration Ms. Michael's correspondence regarding the discontinuation of posting community event signs in Market Square Park.

Organization Reports

Millersburg Planning Commission and Shade Tree Commission – Mayor Bowman submitted his resignation from both Commissions. Motion by Cl'm Snyder, seconded by Cl'm Hoke to accept the Mayor's resignations. Motion carried. Motion by Cl'm Boyer, seconded by Cl'm Campisi to appoint Skyler Hoffman to serve the remainder of Mayor Bowman's term on the Planning Commission. Motion carried. Motion by Cl'm Snyder, seconded by Cl'm Boyer to appoint Skyler Hoffman to serve the remainder of Mayor Bowman's term on the Shade Tree Commissions. Motion carried.

There were no other organization reports.

President Dietz called an executive session at 8:05PM for Council to discuss employee evaluations. Manager Whitall and Secretary Jackson were excused. The meeting was called back into regular session at 8:46PM with Manager Whitall and Secretary Jackson returning to Council Chambers.

Cl'ms Boyer and Campisi left the meeting.

The next meeting will be on October 22nd at 6:00PM. The meeting was recessed to the Call of the Chair at 8:47PM.

Respectfully submitted,

Ann Bowman Jackson
Borough Secretary