

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

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

Guests – Christi Moyer, Tamie Burrows and Robert Diamond, representing the Millersburg Area Pool Asso., Jim Clark, Councilwoman-Elect Debbie Hershey, Borough employees Michael Campisi and John Hoffman

Approval of Minutes – Motion by Cl'm Hoke seconded by Cl'm Snyder to approve the minutes from the October 8 and October 22, 2025 Council meetings as presented. Motion carried.

Public Comment – Vice President Boyer recognized Robert Diamond who addressed the Council regarding the swimming pool and the sandblasting project. They have received two quotes for the repair, and they are requesting \$20,000 from the Borough for this project. Vice Pres. Boyer reported that the Council will be working on the 2026 budget later in the meeting and will consider their request. Vice Pres. Boyer requested Council's permission to use the Borough's Kioti to transport water to the jobsite for a drilling repair for the pool. Boyer Swimming Pools will be donating the labor. Permission was granted. Ms. Moyer, Ms. Burrows, Mr. Diamond and Mr. Clark left the meeting at the end of the discussion.

Financial Reports – Council reviewed the Financial Report through October 31, 2025. Motion by Cl'm Hoke, seconded by Cl'm Hoffman to approve the report as presented. Motion carried. Council reviewed the Check Detail Report. Motion by Cl'm Snyder, seconded by Cl'm Hoffman to approve the Check Detail Report as presented. Motion carried with yes votes from Cl'ms Boyer, Campisi, Hoffman, Hoke, Hoy and Snyder.

Crew Leader Report – Mr. Hoffman reviewed his report with Council. Additionally, the 2025 truck will be getting decals including installation from Fastsigns. Brandi Weiss has cleaned out her personal items from the concession stand. Keys have not yet been returned. The crew will need to paint the floor. The walking bridge at the Canal will be replaced in the spring. There is a storm water basin at Moore and Market Streets that needs to be opened and videoed.

Employee Relations Committee

Military Leave – Mr. Campisi addressed the Council regarding his recently entering the military. He was sworn in on October 31, and he will be attending boot camp from mid-January to mid-July. He anticipates returning to his position with the Borough public works crew.

Employee Leave Request – Mr. Campisi also presented a written request for leave without pay. The dates for the time off request are December 8-16. Personal and vacation hours will be used leaving approximately 3½ days unpaid. Council accepted both requests and Mr. Campis then left the meeting.

Vice President Boyer called an executive session at 7:15PM for discussion of employee matters. Ms. Hershey and Secretary Jackson left Council chambers. Mr. Hoffman, Manager Whitall and Secretary Jackson sat in on the executive session at varying times. Solicitor Kerwin left at the conclusion of the executive session. The meeting was called back into regular session at 8:32PM with Manager Whitall, Ms. Hershey and Secretary Jackson returning to Council chambers.

Motion by Cl'm Hoffman, seconded by Cl'm Hoke to reinstate Rick Hoy's privilege to drive the Borough vehicles, in-town driving only, following a successful trial run with Crew Leader John Hoffman.

Finance and Risk Management Committee – Cl'm Hoy had nothing to report.

Parks & Recreation Committee

Durst & Taylor Invoices – Gazebo Straightening Project – Council reviewed an invoice for \$2,600 for creating the 3D modeling and another invoice for \$734 for on-site review of the rehabilitative measures. Motion by Cl'm Hoffman, seconded by Cl'm Campisi to pay \$3,334 to Durst & Tayloy, from the Mid Penn Bank project loan. Motion carried with yes votes from Cl'ms Boyer, Campisi, Hoffman, Hoke, Hoy and Snyder.

Smucker Gardens Invoices – Large Planted Tree, Small Trees & Pine Roping – Council reviewed an invoice for the large Christmas tree and planting for \$1,902.99 and an invoice for the small trees and pine roping for \$6,241. Motion by Cl'm Campisi, seconded by Cl'm Hoffman to pay the invoices as presented and to invoice the Lions Club. Motion carried with yes votes from Cl'ms Boyer, Campisi, Hoffman, Hoke, Hoy and Snyder.

KH Electric Application for Payment No. 5 - Market Square Park Project – Council reviewed the invoice for \$26,749.33. Motion by Cl'm Hoffman, seconded by Cl'm Hoy to pay the invoice as presented and to draw the funds from the Mid Penn Bank loan. Motion carried with yes votes from Cl'ms Boyer, Campisi, Hoffman, Hoke, Hoy and Snyder.

Doug Lamb Construction Change Order No. 4 - Market Square Park Project – Council reviewed the change order for an additional \$2,740 to repair floor joists in the gazebo. Motion by Cl'm Hoffman, seconded by Cl'm Hoy to approve the change order as presented. Motion carried with yes votes from Cl'ms Boyer, Campisi, Hoffman, Hoke, Hoy and Snyder.

Market Square Park Renovations Project Update – Vice President Boyer reported that the work is progressing, the gazebo repair was successful, and the debris in the Park has been cleaned up.

Property Committee

Daniel Miller House – Vice President Boyer reported that the Historical Society is discussing the Daniel Miller house lease agreement and their decision is pending.

Public Safety Committee

Millersburg Fire Company 2026 Services Agreement – Cl'm Snyder reported that the agreement is the same as the 2025 agreement. Motion by Cl'm Hoffman, seconded by Cl'm Hoke to approve the Fire Company 2026 Services Agreement. Motion carried; Cl'm Snyder abstained due to being a member of the Millersburg Fire Company.

Streets Committee – Cl'm Hoffman reported that he removed \$85,000 for streets repair projects from the 2026 General Fund budget draft. The Borough will receive our usual Liquid Fuels allotment and there are three repair projects planned for 2026, plus the TISIP project and the State Route 147 paving project.

Economic Development Committee

Cl'm Campisi expressed her interest in chairing the Economic Development and the Community Outreach Committees and suggested combining them.

Community Outreach Committee

Cl'm Campisi reported that the Borough is eligible for a \$5,000 grant from Penn State to be used for the community garden.

Mayor's Report – Monthly statistical report was provided to all Cl'ms. Mayor Bowman reported that we will exceed 1,000 calls for the year.

Manager/Code Officer's Report – Written report was distributed to all Cl'ms. Manager Whitall is working with Solicitor Kerwin on obtaining access to the Police Department Facebook page for Rebecca Smith Witmer to become the administrator.

Manager Whitall is to follow up with the contractor at the Millersburg Moose regarding the contractor's removal of the curb along Market Street.

Engineer's Report – Written report was distributed to all Cl'ms. There were no changes from last month's report.

Unfinished Business

Polk Property Subdivision Plans – Vice President Boyer reported that the Millersburg Planning Commission reviewed the plans for the Evelyn Drive property and had no findings. Dauphin County Planning Commission included the addition of a pedestrian easement. Motion by Cl'm Hoffman, seconded by Cl'm Hoke to approve the plans. Motion carried. Cl'm Campisi was not present for the vote.

2026 Budget Preparation – Council continued work on the 2026 budget draft.

New Business – None.

Communications – Listing was provided to all Cl'ms.

Organization Reports

Millersburg Fire Company No. 1 – September 9, 2025 meeting minutes were distributed to all Cl'ms.

Millersburg Area Authority – August 4 and September 8, 2025 meeting minutes were distributed to all Cl'ms.

There were no verbal organization reports given.

The next meeting will be on November 24th at 6:00PM. The meeting was recessed to the Call of the Chair at 10:30PM.

Respectfully submitted,

Ann Bowman Jackson
Borough Secretary