

**Millersburg Borough Council
Council Chambers
November 24, 2025 Meeting Minutes**

Call to Order – President Christopher 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 – Debbie Hershey and Krystle Shearer

Public Comment – None.

Unfinished Business

Christmas Tree Lighting – Cl'm Campisi reported that employees are comfortable with their tasks. The vendor tent is to be put up by the Public Works crew on Friday morning and will remain through Sunday. It will go at the west end of Veterans Park. There will be a fire pit for a smores fundraiser. It will be located on West Union Street will be monitored at all times. Cinder blocks are to be used, and a fire extinguisher and fire blanket are to be on hand. MAWT is to post a sign that an adult must be present to roast marshmallows. EMC Sean Grimm will have the final call on proceeding with the fire pit, depending on weather conditions. Market Square Park is to be marked off limits with red and white striped tape. Cl'm Campisi and Ms. Shearer then left the meeting.

Mid Penn Bank Loan No. 50252697 Payoff – 510/512 Moore St. Demolition – Council reviewed the payoff statement. Motion by Cl'm Hoke, seconded by Cl'm Boyer to pay off the loan for \$12,509.76 using General Fund money. Motion carried with yes votes from Cl'ms Boyer, Dietz, Hoffman and Hoke.

Doug Lamb Construction Application for Payment No. 5 – Market Square Park Project – Council reviewed the application. Motion by Cl'm Boyer, seconded by Cl'm Hoffman to approve Application for Payment No. 5 for \$52,246.67 using funds drawn from the Mid Penn loan. Motion carried with yes votes from Cl'ms Boyer, Dietz, Hoffman and Hoke.

New Business

NazzTech Services Agreement - Moore Street Pipe – Council reviewed a proposal to have NazzTech clean out and televise a suspected collapse in a stormwater pipe west of the Market and Moore Streets intersection. Motion by Cl'm Hoffman, seconded by Cl'm Hoke to approve the work, not to exceed \$1,750, using Liquid Fuels funds. Motion carried with yes votes from Cl'ms Boyer, Dietz, Hoffman and Hoke.

Brandywine Valley SPCA Invoice No. MLB102025 – Council reviewed the invoice for drop off of six kittens, for \$1,200. Motion by Cl'm Boyer, seconded by Cl'm Hoke to authorize payment of the invoice as presented. Motion carried with yes votes from Cl'ms Boyer, Dietz, Hoffman and Hoke.

Atlantic Transportation System, Inc. Invoice No. 25187 – Council reviewed the invoice for maintenance services for one School signal for \$1,275. Motion by Cl'm Hoffman, seconded by Cl'm Boyer to pay the invoice as presented. Motion carried with yes votes from Cl'ms Boyer, Dietz, Hoffman and Hoke.

CF Acri HVAC Maintenance Agreement – Council reviewed the proposal from CF Acri for HVAC maintenance services. Motion by Cl'm Hoke, seconded by Cl'm Boyer to approve the proposal for services as presented, for \$1,637.05. Motion carried with yes votes from Cl'ms Boyer, Dietz, Hoffman and Hoke.

2026 Budgets – Council completed work on the budget drafts and established the tax rates for 2026. The budgets were set as General Fund \$1,704,090, Liquid Fuels \$209,586 and Capital Improvement \$17,259.

Advertisement of Proposed 2026 Budgets and Tax Levy Ordinance – Motion by Cl'm Boyer, seconded by Cl'm Hoffman to tentatively adopt the 2026 budgets as above and to advertise them with the 2026 tax levy ordinance with real estate millage set at 11.3. Motion carried with yes votes from Cl'ms Boyer, Dietz, Hoffman and Hoke.

Motion by Cl'm Hoke, seconded by Cl'm Hoffman to adjourn at 8:38PM. Motion carried.

Respectfully submitted,

Ann Bowman Jackson
Borough Secretary