

Millersburg Borough Council
Council Chambers
December 10, 2025 Meeting Minutes

Call to Order – Council President Dietz called the meeting to order at 6:02PM with Cl'ms Boyer, Campisi, Hoffman, Hoke (arrived at 6:20PM) and Snyder present. 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 – Dr. Alice Zhang, Councilwoman-Elect Debbie Hershey, Public Works Crew Leader John Hoffman

Approval of Minutes – Motion by Cl'm Hoffman seconded by Cl'm Snyder to approve the minutes from the November 12 and November 24, 2025 Council meetings as presented. Motion carried.

Public Comment – Dr. Alice Zhang addressed Council, requesting a letter of support for Penn State College of Medicine's application to Dauphin County under the Opioid Remediation Funds Cycle 4, for a second year of funding for the Health To Go vending machine program. The machine is expected to be launched in January 2026 and will be placed at the Hamilton Health Center in Millersburg. The requested funding would cover 2027 supplies and maintenance fees. Motion by Cl'm Boyer, seconded by Cl'm Campisi to have Manager Whitall draft a letter of support, as requested. Motion carried.

Holiday Magic Recap – Cl'm Campisi reported that all went well with the event. Manager Whitall reported that the Police and Fire Company recommend an additional traffic safety officer and the entire shut-down of the Square for next year's event. It was reported that a timer is needed for the Market Square Park Christmas lights.

Dr. Zhang left the meeting.

Motion by Cl'm Boyer, seconded by Cl'm Hoffman to amend the Council meeting agenda to add KH Electric Change Order No. 2. Motion carried; no votes were cast by Cl'ms Campisi and Snyder.

KH Electric Change Order No. 1 – Market Square Park Project – Change Order No. 1 is for a disconnect switch with auxiliary contacts for the chair lift, for an add of \$1,527.23. Motion by Cl'm Boyer, seconded by Cl'm Hoffman to approve Change Order No. 1. Motion carried.

KH Electric Change Order No. 2 – Market Square Park Project – Change Order No. 2 is for two Christmas lighting contacts, for an add of \$3,097.14. Motion by Cl'm Boyer seconded by Cl'm Hoffman to approve Change Order No. 2. Motion carried; no votes were cast by Cl'ms Campisi and Snyder.

Manager Whitall was directed to advise Chuck Strodosky with YSM that the Borough will not pay any additional engineering fees associated with these two Change Orders.

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

Manager Whitall was directed to do price comparison before purchasing off-road diesel fuel.

Employee Relations Committee

2026 Wage Certification – Council reviewed the document. Motion by Cl'm Boyer, seconded by Cl'm Hoffman to approve the 2026 Wage Certification with an effective date of December 28, 2025. Motion carried with yes votes from Cl'ms Boyer, Dietz, Hoffman, Hoke and Snyder. Cl'm Campisi abstained due to her husband being a Borough employee.

Finance and Risk Management Committee

Formal Adoption of 2026 Budgets – The General Fund budget is \$1,704,090; the Capital Improvement budget is \$17,259; and the Liquid Fuels budget is \$209,586. Motion by Cl'm Boyer, seconded by Cl'm Hoffman to approve all three budgets in the amounts as stated. Motion carried with yes votes from Cl'ms Boyer, Campisi, Dietz, Hoffman, Hoke and Snyder.

Formal Adoption of Borough Ordinance No.8-25 – 2026 Tax Levies – Tax rates are 11.3 mills for real estate, 1.1 mils for fire tax, .1 mill for shade tree purpose and .5 mills for ambulance, rescue and other emergency services. Motion by Cl'm Hoffman, seconded by Cl'm Snyder to adopt Borough Ordinance No. 8-25. Motion carried with yes votes from Cl'ms Boyer, Campisi, Dietz, Hoffman, Hoke and Snyder.

Crew Leader Report – Mr. Hoffman reviewed his report with Council. Additionally, Mr. Hoffman reported that when NazzTech worked on opening the storm drainpipe at Moore and West Streets, it was discovered that there was an associated pipe that was never capped off. Additional work will need to be done to repair this. Cl'm Hoke directed that per the Capital Improvement budget, contacts be made for the basement renovations – mold remediation and window supplier.

Parks & Recreation Committee

Shade Tree Commission Purchase – Cl'm Boyer reported that the Shade Tree recommends to Council that they approve pre-buying the trees for the Market Street project. Motion by Cl'm Campisi to allow the Shade Tree Commission to spend up to \$10,400 on trees, 75% of which are to be native species. There was no second. Motion by Cl'm Boyer , seconded by Cl'm Hoffman to allow the Shade Tree Commission to spend up to \$10,400 for the tree planting project on Market Street. Motion carried with yes votes from Cl'ms Boyer, Dietz, Hoffman, Hoke and Snyder; Cl'm Campisi voted no.

Cl'm Campisi left the meeting.

George Ely Associates Invoice No. E-43885 – Market Square Sign – Council reviewed the invoice for \$1,929 for the custom sign. Motion by Cl'm Hoffman, seconded by Cl'm Hoke to pay the invoice as presented. Motion carried with yes votes from Cl'ms Boyer, Dietz, Hoffman, Hoke and Snyder.

Property Committee – Cl'm Hoke reported that the Daniel Miller house has been winterized.

Public Safety Committee

Millersburg Area Ambulance Association 2026 EMS Services Agreement – Motion by Cl'm Snyder, seconded by Cl'm Hoffman to approve the agreement as presented. Motion carried.

Council discussed the recent occurrences of packages being stolen from residences. Cl'm Snyder recommended using security cameras. Manager Whitall was directed to create a social media post regarding securing your packages.

Streets Committee – Manager Whitall reported that he will be applying for a PennDOT Multi-Modal grant. Cl'm Hoffman reported that the sidewalk specifications ordinance amendment is being worked on.

Tanners Run Quotes – Council reviewed three quotes received. Farhat Excavating LLC - \$18,750; J. Brandt Landscaping & Excavating - \$19,100; Ramberger Construction - \$48,000. The DEP permit has been extended. Contractor is to provide their certificate of insurance with the Borough listed as additionally insured. Coverage limits are to be specified by Solicitor Kerwin. Manager Whitall was directed to confirm with Millersburg Area Authority that they are still willing to contribute \$4,800 as previously committed. The Borough's commitment remains \$4,800. Motion by Cl'm Hoffman, seconded by Cl'm Hoke to accept Farhat Excavating's quote contingent upon receiving their certificate of insurance with appropriate limits as set by Solicitor Kerwin and with Mr. Frank Klinger paying the balance after the Borough's and the Authority's contributions. J. Brandt will be the potential backup contractor. Motion carried with yes votes from Cl'ms Boyer, Dietz, Hoffman, Hoke and Snyder.

Economic Development Committee – No report.

Community Outreach Committee – No report.

Mayor's Report – Monthly statistical report was provided to all Cl'ms. Mayor Bowman presented President Dietz with a Mayoral Proclamation, recognizing and commanding him for his contributions and dedication and expressing appreciation and gratitude for his 20 years of service.

Mr. Hoffman left the meeting.

Manager/Code Officer's Report – Written report was distributed to all Cl'ms. Additionally, Manager Whitall reported that Mr. Bricker's properties on Church Street have been condemned, as a result of reports from two EMS agencies. The nativity will go in Veterans Park due to the work being done in Market Square Park. The Ned Smith Center is requesting a letter of support for DNCNR's Lands & Trails grant; Council approved providing this. The Gaming Grant presentation for the 169 Union Street Demo project will be on December 16th.

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

New Business

Borough Resolution No. 25-09 – 2026 Fee Schedule – Council reviewed the draft and made changes. Motion by Cl'm Boyer, seconded by Cl'm Snyder to approve Borough Resolution No. 25-09 as amended. Motion carried.

Legal Notice for 2026 Meeting Schedule – Council reviewed the draft and set special meeting dates for November 2026. Motion by Cl'm Snyder, seconded by Cl'm Hoffman to approve the schedule and to advertise the notice as required. Motion carried with yes votes from Cl'ms Boyer, Dietz, Hoffman, Hoke and Snyder.

Solicitor's Invoice for Services – Council reviewed the invoice. Motion by Cl'm Hoffman, seconded by Cl'm Snyder to pay the invoice as presented for \$11,500. Motion carried with yes votes from Cl'ms Dietz, Hoffman, Hoke and Snyder; Cl'm Boyer was not available for the vote.

Act 172 2025 Volunteer Firefighter Tax Relief Eligibility List – Council reviewed the list of applicants as submitted by Chief Snyder. Motion by Cl'm Boyer, seconded by Cl'm Hoke to approve the list and to extend their thanks to the Fire Company for their service. Motion carried with yes votes from Cl'ms Boyer, Dietz, Hoffman and Hoke; Cl'm Snyder abstained due to being a current member of the Fire Company.

Barry Isett & Associates Inc. Invoice No. CR-205861 – Council reviewed the invoice for services for \$2,986.18. 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, Hoke and Snyder.

Communications – Listing was provided to all Cl’ms.

Organization Appointments & Reports

Millersburg Planning Commission – Brent Boyer and Yvonne Miller would be appointed to four-year terms.

Millersburg Area Authority – David Hawley would be appointed to a five-year term.

Zoning Hearing Board – Neal Miller would be appointed to a three-year term.

Upper Dauphin Industrial Development Authority – John Faust would be appointed to a five-year term.

Motion by Cl’m Snyder, seconded by Cl’m Hoke to appoint all five individuals as presented. Motion carried.

Millersburg Fire Company No. 1 – October 14, 2025 meeting minutes were distributed to all Cl’ms.

Millersburg Area Authority – October 6, 2025 meeting minutes were distributed to all Cl’ms.

Dauphin County Tax Collection Committee – May 21, 2025 meeting minutes were provided to all Cl’ms.

There were no verbal organization reports given.

The next meeting will be the Reorganization Meeting on January 5, 2026 at 6:00PM.

Motion by Cl’m Boyer, seconded by Cl’m Hoke to adjourn the meeting at 8:59PM.

Respectfully submitted,

Ann Bowman Jackson
Borough Secretary