

**Millersburg Borough Council
Council Chambers
February 11, 2026 Meeting Minutes**

Call to Order – Council President Boyer called the meeting to order at 6:00PM with Cl’ms Campisi (arrived at 6:30PM), Hershey, Hoffman, Hoke, Hoy and Snyder present. Mayor Alan Bowman, Manager James Whitall and Secretary Ann Jackson were also present. Attendees recited the Pledge of Allegiance, followed by an invocation given by President Boyer.

Guests – Brittney Snyder, Zach Snyder, Jaxon Snyder, Noah Snyder, Dylan Etzweiler, Jayden Willbert, Owen Schlegel, Christine Hoffman, Eriq Klinger, PSP Sgt. Louis P. Gober, Sean Grimm

Swearing in of Junior Council Person – Secretary Jackson swore Noah Snyder into office as Junior Council Person. Mr. and Mrs. Snyder, Zach Snyder, Ms. Hoffman and Ms. Klinger left the meeting afterwards.

Approval of Minutes – Motion by Cl’m Hoffman seconded by Cl’m Hershey to approve the minutes from the January 5 and January 14, 2026 Council meetings as presented. Motion carried.

Public Comment

Pres. Boyer recognized PSP Sgt. Gober. Sgt. Gober introduced himself to Council as the station commander. Cl’m Hoffman requested that he provide 2025 call statistics when they become available. Cl’m Hoke asked about staffing. Sgt. Gober responded that it is about the same as it had been; new officers will be added in March as well as one desk personnel.

President Boyer recognized EMC Sean Grimm, who attended regarding the biennial updates to the Dauphin County Emergency Operations Plan. There are no significant changes to the plan; municipal leadership has been updated. Motion by Cl’m Snyder, seconded by Cl’m Hoffman to approve Borough Resolution No. 26-01, the Emergency Operations Plan Update. Motion carried. Cl’ms Snyder requested EMC Grimm provide his five-year plan goals which will be added to the Public Safety portion of the Borough’s overall plan. EMC Grimm then left the meeting.

Financial Reports – Council reviewed the Financial Report through January 31, 2026. Motion by Cl’m Hoffman, seconded by Cl’m Hoy to approve the report as presented. Motion carried. Council reviewed the Check Detail Report. Motion by Cl’m Hoke, seconded by Cl’m Hoffman to approve the Check Detail Report as presented. Motion carried with yes votes from Cl’ms Boyer, Campisi, Hershey, Hoffman, Hoke, Hoy and Snyder.

President’s Report – Pres. Boyer reviewed his report with Council.

Committee Reports

Employee Relations Committee – Pres. Boyer reported that all employee reviews have been completed. Cl’m Campisi reported that employee Michael Campisi will be leaving for Boot Camp on March 10th for three months. His last day will be February 27. He will return for ten days and leave again for three months.

Finance and Risk Management Committee – Secretary Jackson reported that the annual audit was conducted on-site over three days during the last week of January. There were no findings reported and the auditors will return in May to present the financial statements to the full Council.

Parks & Recreation Committee

Doug Lamb Construction Application for Payment No. 6 – Market Square Park Project – Council reviewed the invoice for \$22,229.05. Motion by Cl'm Hoffman, seconded by Cl'm Snyder to pay the invoice as presented using funds from the Mid Penn Bank designated loan. Motion carried with yes votes from Cl'ms Boyer, Campisi, Hershey, Hoffman, Hoke, Hoy and Snyder.

KH Electric Application for Payment No. 6 – Market Square Park Project – Council reviewed the invoice for \$24,784.73. Motion by Cl'm Hoffman, seconded by Cl'm Hoke to pay the invoice as presented using funds from the Mid Penn Bank designated loan. Motion carried with yes votes from Cl'ms Boyer, Campisi, Hershey, Hoffman, Hoke, Hoy and Snyder.

Market Square Park Project Financial Discussion – Secretary Jackson reported that \$8,306.70 is available to draw from the TFEC Lorena Feidt Lemons Account. Motion by Cl'm Hoke, seconded by Cl'm Campisi to request the funds which will be applied towards current project invoices. Motion carried. Manager Whitall reported that he has logged a number of requests for bricks sponsorships. Council agreed to hold the requests for possible inclusion in an upgrade to Veterans Park.

Flood Insurance Agency Invoice – Welcome Center – Council reviewed the invoice for \$2,981.99. Motion by Cl'm Hoke, seconded by Cl'm Hoffman to pay the invoice as presented. Motion carried with yes votes from Cl'ms Boyer, Campisi, Hershey, Hoffman, Hoke, Hoy and Snyder.

Facility Use Agreement – UD Teener Baseball – Tabled; the agreement was not received from the organization.

Facility Use Agreement – Millersburg Girls Youth Softball – The organization requests the use of Bradenbaugh Park Softball Field from March 1 to November 15, 2026 for softball practices and games. There were no changes from last year's agreement. Motion by Cl'm Snyder, seconded by Cl'm Hershey to approve the agreement as presented with no user fee, contingent up on receipt of the organization's certificate of insurance. Motion carried.

Dauphin Couty Tourism Grants – Tabled until the Committee of the Whole meeting.

Property Committee

Daniel Miller House Proposal – Pres. Boyer reported that as advised by Solicitor Kerwin, the Borough may give the property to the Historical Society. It was further reported that the furnace is currently turned off and needs to be replaced. The Historical Society would be responsible for the transfer tax of approximately \$1,750, plus a \$125 fee for recording the deed. Motion by Cl'm Hoke, seconded by Cl'm Hoy to donate the Daniel Miller House to the Historical Society, as is. Motion carried. Pres. Boyer abstained due to being an officer of the Historical Society.

The Mitigator Quote No. 2082 - 101 West Street Basement Mold Remediation – Council reviewed the quote for \$5,210. The work has been completed with the exception of the evidence room. Once the contents are relocated to the first floor, they will return to treat that area. Motion by Cl'm Hoke, seconded by Cl'm Hoy to pay the invoice in full, from the Capital Improvement funds. Motion carried with yes votes from Cl'ms Boyer, Hershey, Hoffman, Hoke, Hoy and Snyder. Cl'm Campisi was out of the room during the vote.

Basement Window Quotes – Council reviewed two quotes. Window Experts LLC quoted \$2,058. North East Window & Glass quoted \$2,100, including PA sales tax. Motion by Cl'm Hoke, seconded by Cl'm Snyder to accept the quote from North East Window & Glass for \$2,100 less the sales tax. Motion carried with yes votes from Cl'ms Boyer, Hershey, Hoffman, Hoke, Hoy and Snyder. Cl'm Campisi was out of the room during the vote.

Disposition of Basement Items – Cl'm Hoke requested Council authorization to proceed with disposal of some police equipment, police bikes, riot helmets, lights bars and other items, either through the trash or MuniBid. Motion by Cl'm Hoffman, seconded by Cl'm Snyder to authorize Cl'm Hoke to dispose of said Borough property. Motion carried.

Public Safety Committee

2026 Police Budget Comments – Cl'm Snyder reported that there is an error under the police computer line item budgeted amount. It appears as \$800 but should have been \$8,000. He expects to be able to cover the shortage in the budgeted number by underspending in other police related line items.

Streets Committee

2026 PennDOT Multimodal Transportation Grant – Manager Whitall reported that the grant request is for \$361,599, with a 30% Borough match of \$154,971 and total project cost of \$516,570. This includes engineering fees as well as a 20% contingency fee. The street list was provided to Council. Motion by Cl'm Snyder, seconded by Cl'm Hoffman to approve the Funding Commitment Letter for President Boyer's signature. Motion carried.

Smucker Garden Invoice No. 9055 - Snow Removal – Council reviewed the invoice for \$2,480 for 16 hours of clean-up work. Motion by Cl'm Hoffman, seconded by Cl'm Hoy to approve payment of the invoice as presented. Motion carried with yes votes from Cl'ms Boyer, Campisi, Hershey, Hoffman, Hoke, Hoy and Snyder.

Economic Development Committee – Cl'm Campisi reported that she submitted her five-year plan and the she met recently with George Connor, who gave his stamp of approval to the proposal.

Community Outreach Committee – Nothing to report.

Mayor's Report – Monthly statistical report was provided to all Cl'ms. Mayor Bowman called attention to the January statistics of 3 assaults, 1 burglary and 0 same period last year, as well as 68 citations versus 32 same period last year. Mayor Bowman would like to be included in any meetings regarding Tanner's Run.

Manager/Code Officer's Report – Written report was distributed to all Cl'ms. A Snow Emergency Checklist has been drafted and forwarded for comments from John Hoffman, Cpt. Games and Cl'm Hoffman. Regarding the Cherry Blossom Festival, the children's carnival rides vendor will need to name the Borough as additionally insured and Council was made aware of possible alcohol sales.

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

Unfinished Business

Borough Ordinance No. 1-26 – Act 172 Tax Credit Amendment – Formal Adoption – This ordinance raises the EIT credit for qualified volunteer firefighters from \$250 to the full half-a-percent that the Borough collects. Motion by Cl'm Hoffman, seconded by Cl'm Hoy to adopt Borough Ordinance No. 1-26. Motion carried with yes votes from Cl'ms Boyer, Campisi, Hershey, Hoffman, Hoke and Hoy. Cl'm Snyder abstained due to being a volunteer firefighter with Millersburg Fire Company.

Commission/Board Appointments

Property Maintenance Appeals Board – Motion by Cl'm Hoke, seconded by Cl'm Hoffman to appoint Dean Hershey to a three-year term. Motion carried. Cl'm Hershey abstained due to being Mr. Hershey's spouse.

Property Maintenance Appeals Board – Motion by Cl'm Hoke, seconded by Cl'm Snyder to appoint Skip Wingard to a one-year term. Motion carried.

Vacancy Board – Consideration has been withdrawn for Ciara Trowbridge due to non-responsiveness. Motion by Cl'm Hoffman, seconded by Cl'm Campisi to appoint Kees VandeWalle to the position. Motion carried.

Mid Penn Bank Final Subdivision and Land Development Plans – Council reviewed the subdivision plans provided. Tri County Regional Planning Commission is requesting that the Borough use their engineer to review the plan for stormwater management, grading and related engineering components and then invoice the applicant for those fees. Motion by Cl'm Hoke, seconded by Cl'm Snyder to accept Mid Penn Bank's subdivision plans, pending review of the stormwater plans. Motion carried.

Borough Resolution No. 26-03 – Appointment of Dauphin County Treasurer as Real Estate Tax Collector – This resolution declares a vacancy in the position and names Dauphin County and the Dauphin County Treasurer as the real estate tax collector for Millersburg Borough. Motion by Cl'm Snyder, seconded by Cl'm Hofman to appoint the Dauphin County Treasurer as the Borough's real estate tax collector. Motion carried. The associated Tax Collector Agreement was also distributed the all Cl'ms. There were no changes from the previous agreement.

New Business

Borough Resolution No. 26-02 – EMS Authority – This resolution states the Borough's support for implementing a regional municipal EMS Authority, advertisement of a public hearing and proceeding with creating Articles of Incorporation. Motion by Cl'm Snyder seconded by Cl'm Campisi to approve Borough Resolution No. 26-02. Motion carried.

Appointment of EMS Authority Board Municipality Representative – Motion by Cl'm Hoke, seconded by Cl'm Campisi to name Cl'm Snyder as Millersburg Borough's representative to the Board. Motion carried. Cl'm Snyder abstained due to being named as the representative.

Return of Uncollected Real Estate Taxes – Cl'ms reviewed the final return of uncollected 2025 real estate taxes. The return indicates that there is a total of 35,794.75 uncollected. Motion by Cl'm Hoffman, seconded by Cl'm Hershey to retroactively approve President Boyer's signing of the return, which exonerates the Dauphin County Treasurer from collecting the remaining taxes and authorizes him to pass the uncollected taxes on to the Dauphin County Tax Claim Bureau for collection. Motion carried.

Communications – Listing provided to all Cl'ms. There was nothing requiring Council action.

Organization Reports

Upper Dauphin COG – No Council action required.

Millersburg Planning Commission – No Council action required.

Millersburg Area Pool Association – No Council action required.

Millersburg Fire Company – December 9, 2025 meeting minutes were distributed to all Cl'ms.

Millersburg Area Authority – No Council action required.

Dauphin County Tax Collection Committee – November 19, 2025 meeting minutes were distributed to all Cl'ms.

Millersburg Ferry Boat Association – No Council action required.

Dauphin Lebanon County Boroughs Association – No Council action required.

Zoning Hearing Board – No Council action required.

Upper Dauphin Industrial Development Authority – No Council action required.

Property Maintenance Appeals Board – No Council action required.

Millersburg Borough Safety Committee – No Council action required.

Millersburg Area Ambulance Association – No Council action required.

Millersburg Area Working Together – October 6, November 3 and December 1, 2025 meeting minutes were distributed to all Cl'ms.

Pres. Boyer thanked the school students and PSP Sgt. Gober for attending the meeting. The next meeting will be February 25, 2026 at 6:00PM.

Motion by Cl'm Hoke, seconded by Cl'm Hoy to adjourn the meeting at 8:43PM.

Respectfully submitted,

Ann Bowman Jackson
Borough Secretary