

**Millersburg Borough Committee of the Whole  
Council Chambers  
February 25, 2026 Meeting Minutes**

**Call to Order** – President Boyer called the meeting to order at 6:00pm with Cl'ms Snyder, Hoffman, Campisi, Hoy, and Hershey present. Mayor Bowman, and Borough Manager Whitall were also present.

**Employee Relations**

**PSATS Conference** – Manager Whitall requested to send Public Works Crew Leader Hoffman, and crew member Englar to the 2026 PennDOT Road Maintenance and Safety Symposium at the PSATS Conference in May. Total cost for travel and per diem not to exceed \$334 combined for both employees. Council agreed and requested that the workload for the employees not attending be kept light.

**Economic Development**

**America250 Celebration** – Cl'm Hershey is championing this project and informed Council about conversations and plans that are in the works. The activities being planned will coincide with the Fireworks display on July 2, 2026, and will be covered under the Fire Company's event insurance. She has spoken with representatives from several private and civic organizations. Activities being considered include: a baby parade, bike parade, and jazz band, among others.

**Dauphin County Tourism Grants** – Manager Whitall informed Council of plans to submit applications again this year to the Dauphin County Tourism Grant program. Council concurred on the proposed projects: \$1,500 for Tourism Brochure printing and \$1,500 for Special Event Operations Support which will provide funds to cover the Borough's expenses related to labor, security, and traffic control for special events.

**Business Engagement Letter** – Cl'm Hershey indicated that she has put together a letter to engage area businesses and to see what their needs are. Cl'm Campisi stated that she would like to wait until the 5 year plan for Economic Development is completed and approved before circulating a letter.

**Streets**

**Tanner's Run** – Manager Whitall provided an update on the Tanner's Run. Upper Paxton Twp is utilizing their engineer to design a bypass of the State Street property. There is still a funding gap of \$10,400 for the emergency excavation. The DEP Emergency Permit will be reissued once the project is funded. The Borough Engineer put together a proposal to submit an application to PennVest, the total cost of the submission is \$74,000. The high cost is due to permitting which must be completed prior to the submission of the application. Council indicated that they were not interested in moving forward with the PennVest application at this time since it was not in the budget.

**Parks**

**Market Square Park Update** – Manager Whitall informed Council that additional funding from DCNR in the amount of \$47,500 for the project. President Boyer indicated that he has been in contact with the contractor working on the gazebo and they intend to return to finish the project as soon as weather permits.

## **Property**

Copier Proposals – Manager Whitall presented proposals for the lease of a new copier from Fraser and Higher Information Group (HIG). Both proposals include a comparable unit to replace the copier at the Borough Office and service contracts that will cover the additional printers in Secretary Jackson’s Office as well as in the Police Department. Council asked Manager Whitall to confirm whether the service contracts would see a price increase each year. Council directed that the proposals be added to the March Business meeting agenda for approval.

President Boyer advised Council that the Millersburg Historical Society has accepted the Borough’s offer to donate the Daniel Miller House. Solicitor Kerwin will work on drawing up the contract and will have it for the March business meeting.

## **Community Outreach**

Borough Website – CI’m Campisi stated that she would like to work on getting quotes to update the Borough website. The current website is not very user friendly and not compatible with mobile phone use. Council agreed and stated that it should be included in the Community Outreach 5 year plan.

## **Public Safety**

CI’m Snyder provided an update on the COG EMS Advisory Committee meetings. The Resolution to form the EMS Authority has been sent to 20 municipalities and they have received an affirmative response from 6 municipalities to date. They are working on getting approvals from the other 14. The timeline for the Authority to be operational has been pushed from January 2027 to February 2027.

## **Finance & Risk Mgmt.**

Riverfront Rental - Manager Whitall presented communication from the Borough Secretary that Brandi Weiss, the previous tenant, has an outstanding balance of \$215.72 from August/September electric bills. Additionally, she has not returned keys to the building. CI’m Hoy would like to change the locks and have the Borough Solicitor send a letter. Council agreed but asked that Manager Whitall first send a certified letter and then include the cost to re-key the building in the letter from the Solicitor should she fail to turn her keys in.

## **Mayor**

Nothing to discuss.

## **Other Business**

BIU Proposal - Manager Whitall presented a proposal by BIU to provide UCC Codes services in addition to BIA, the current contracted UCC permitting company. The request is due to several complaints that BIA has not processed permits in a timely manner. Council directed that the proposal should be added to the March Business meeting agenda for approval.

5-Year Plan Review – Council reviewed the draft 5-year plans for each committee. Council members were instructed to send their comments to the Borough Secretary so the Master List can be updated.

## **Organization Reports**

MAWT - Council was given copies of the draft user agreement for Cherry Blossom Festival. Council will review and provide feedback for a vote at the next business meeting.

The meeting was adjourned at 8:27pm.

Respectfully submitted,

James Whitall  
Borough Manager