

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

Call to Order – Council President Boyer called the meeting to order at 6:06PM with Cl’ms Campisi (remote access), Hershey, Hoffman (arrived at 6:12PM), and Hoke present. Mayor Alan Bowman, Manager James Whitall and Secretary Ann Jackson were also present. An opening prayer was offered by Cl’m Hershey followed by the attendees reciting the Pledge of Allegiance,

Guests – Jason Turns, Winrii Ragain

Approval of Minutes – Motion by Cl’m Hoke, seconded by Cl’m Hershey to approve the minutes from the February 11 and February 25, 2026 Council meetings as presented. Motion carried.

Public Comment – None at this time.

Financial Reports – Council reviewed the Financial Report through February 28, 2026. Motion by Cl’m Hoke, seconded by Cl’m Hershey 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 and Hoke.

President’s Report – Pres. Boyer reported that the work on Market Square Park has resumed. The project should be completed by March 31st. Wi-Fi will be installed in MYO, Market Square and Veterans Parks to enable security camera monitoring. This expense will be covered by a donation for 2026 but will need to be budgeted for in 2027.

Committee Reports

Employee Relations Committee – An executive session will be called later in the meeting.

Finance and Risk Management Committee – Nothing to report.

Parks & Recreation Committee

Facility Use Agreement – Millersburg Teener Baseball – The organization requests the use of MYO Park baseball field from March 1 to July 10, 2026, with the option to extend to November 1, 2026 for practices and games. Motion by Cl’m Hoke, seconded by Cl’m Hoffman to approve the agreement as presented with the user fee waived, contingent upon receiving their certificate of insurance within ten calendar days. Otherwise, the agreement will be suspended. Motion carried.

Pres. Boyer directed Manager Whitall to include language in all the Facility Use Agreements that states that the organization’s certificate of insurance must be received within ten calendar days from when Council grants approval, or the agreement will be suspended.

Reallocation of Tree Removal/Stump Grinding Funds to Shade Tree Maintenance – Pres. Boyer requested a reallocation of the Tree Removal and Stump Grinding funds of \$9,000 to Shade Tree Maintenance for ease and continuity in doing business. Motion by Cl’m Hoke, seconded by Cl’m Hershey to approve the reallocation of \$9,000 under QuickBooks line item 454.778 to 455.501, as requested. Motion carried with yes votes from Cl’ms Boyer, Campisi, Hershey, Hoffman and Hoke.

Penn State Health Memo of Understanding – Community Garden Initiative – Council reviewed the MOU for \$5,000 for the Community Garden for 2026. Motion by Cl'm Hoffman, seconded by Cl'm Hershey to approve the Penn State Health MOU as presented. Motion carried. Cl'm Campisi reported that there will be four additional master gardeners consulted on the Community Garden's five-year plan.

Property Committee

Copier Agreement – Cl'm Hoke reported that quotes for leasing and purchasing were obtained from Fraser and Higher Information Group. The quotes also include service provisions for the copier, the Police Department's printer and the Secretary's printer. After review, it was recommended to lease a Canon copier from HIG. Motion by Cl'm Hoke, seconded by Cl'm Hoffman to approve the HIG lease for the Canon Image Runner Advance DX C3926i copier for 60 months at \$120.77 per month, plus \$49 per month for copies. Motion carried with yes votes from Cl'ms Boyer, Campisi, Hershey, Hoffman and Hoke.

Daniel Miller House Transfer – The deed prepared by Solicitor Kerwin was signed by Pres. Boyer and Vice Pres. Hoke and notarized by Secretary Jackson.

Public Safety Committee

Police Department Verizon Modem Purchase – Council reviewed information on routers for the Police cars. The purchase price for two Cradlepoint R980 routers is \$1,314.40. The service plan, taxes and fees total \$134.40 per month. Motion by Cl'm Hoke, seconded by Cl'm Hoffman to approve the purchase of a router for both police cars, as well as the service plan as presented. Motion carried with yes votes from Cl'ms Boyer, Campisi, Hershey, Hoffman and Hoke.

In-Synch Systems Invoice No. 265176 – Council reviewed the invoice for \$2,329 for three user licenses to access Dauphin County records. Motion by Cl'm Hoffman, seconded by Cl'm Hershey to pay the invoice as presented. Motion carried with yes votes from Cl'ms Boyer, Campisi, Hershey, Hoffman and Hoke.

Streets Committee

Facility Use Agreement – MAWT Cherry Blossom Festival – The organization requests the use of Market Square and Veterans Parks, the Pine Street Lot and portions of Market and Union Streets on May 2, 2026 from 6AM until 7PM for the Cherry Blossom Festival. Manager Whitall highlighted changes including clarifying responsibility for paying traffic safety officers, alcohol sales and not utilizing the grassy area of Market Square Park. Council had a number of concerns and questions. A revised agreement is to include language specifying the Borough labor charge of 125% of the overtime rate and which employees it applies to. A clear map for roped off alcohol sales is to be provided. The provision to charge a \$10 vendor fee is to remain. Manager Whitall is to invite Steve Blayer, Krystle Shearer and Cpt. Gamez to the March 25th Council meeting to revisit this matter.

Market Street Curb Replacement HOP Proposal – Manager Whitall reported that four stumps need to be removed at the Borough's expense. PennDOT will put in the curbs when they do the ADA ramps at an estimated cost to the Borough of \$40,000. Council directed Manager Whitall to have conversations with the four affected property owners regarding paying for the sidewalk installation and a timeframe they would need to be able to pay for the expense. The Highway Occupancy Permit is on hold, per Heim's Construction.

Pres. Boyer requested Council's approval for Cl'm Hoffman's recommendation to divert the funds that were allocated for the West Street repair project and apply them towards the stump removal and curb expense as detailed above, as well as Tanner's Run excavation expenses.

Tanners Run Emergency Excavation – Mr. Turns, representing Millersburg Youth Softball was present to request an update on the Tanner's Run project. Pres. Boyer asked that the MYS Board reconsider donating funds they received from Upper Paxton Township towards the repair project. Council agreed to proceed with

the intention of ascertaining final costs for the Market Street curbs and sidewalk repairs and the Tanner's Run excavation project and to divert the funding set aside for the West Street repair project to these two repair projects. Mr. Turns will discuss the matter with his Board. Additionally, Mr. Turns again offered to clean up the bird sanctuary and asked if there was any interest from Council. Cl'm Hoke offered to investigate why Council turned down Mr. Turns' previous offer.

Ms. Ragain and Mr. Turns left the meeting.

Bowman Street Bid Packet Approval & Advertisement – This project will involve milling and a wearing course overlay on Bowman Street from Walborn Lane to the intersection of Light and Hoffman Streets. Motion by Cl'm Hoke, seconded by Cl'm Hoffman to approve the bid packet and to advertise the project on PennBid and in the Sunbury Daily Item. Motion carried with yes votes from Cl'ms Boyer, Campisi, Hershey, Hoffman and Hoke.

Economic Development Committee – Cl'm Hershey reported that she and Cl'm Campisi composed a cover letter and survey to go out to all the local businesses. Pres. Boyer has reviewed the letter and finalized it. Secretary Jackson will continue the process.

Community Outreach Committee – Nothing to report.

Pres. Boyer called an executive session to discuss an employee benefit matter at 8:55PM. The meeting was called back into regular session at 9:12PM.

Mayor's Report – Monthly statistical report was provided to all Cl'ms. Motion by Cl'm Hoke, seconded by Cl'm Hoffman to name Alan Bowman as the Borough's delegate to the PSAB Resolutions and Policy Committee for the 2026 annual conference. Motion carried.

Manager/Code Officer's Report – Written report was distributed to all Cl'ms.

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

Unfinished Business

BIU Building Codes Services Proposal – Motion by Cl'm Hoffman, seconded by Cl'm Hershey to accept BIU's proposal and to name them as an alternate codes enforcement officer for the Borough. Motion carried.

New Business – None.

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

Organization Reports – No Council action was required by any of the organizations.

Upper Dauphin COG

Millersburg Planning Commission/Shade Tee Commission – The January 7 and February 4, 2026 meeting minutes were received.

Millersburg Area Pool Association

Millersburg Fire Company – January 13, 2026 meeting minutes were received.

Millersburg Area Authority – January 5 and February 9, 2026 meeting minutes were received.

Dauphin County Tax Collection Committee

Millersburg Ferry Boat Association

Dauphin Lebanon County Boroughs Association

Zoning Hearing Board

Upper Dauphin Industrial Development Authority

Property Maintenance Appeals Board

Millersburg Borough Safety Committee
Millersburg Area Ambulance Association
Millersburg Area Working Together – The January 5, 2026 minutes were received.

The next meeting will be March 25, 2026 at 6:00PM, followed by Committee of the Whole.

The meeting was recessed to the Call of the Chair at 9:15PM.

Respectfully submitted,

Ann Bowman Jackson
Borough Secretary