

Millersburg Borough Council
Council Chambers
April 8, 2026 Meeting Minutes

Call to Order – Council President Boyer called the meeting to order at 6:03PM with Cl’ms Campisi (arrived at 7:24PM), Hershey, Hoffman, Hoy and Snyder (arrived at 6:10PM) present. Mayor Alan Bowman, Manager James Whittall and Secretary Ann Jackson were also present. An invocation given by President Boyer. Followed by attendees reciting the Pledge of Allegiance.

Guests – Captain Richard Gamez, Dauphin County Commissioner Mike Pries, Dauphin County Controller Mary Bateman

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

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

President Boyer recognized Dauphin County Commissioner Mike Pries and Dauphin County Controller Mary Bateman. Pres. Boyer thanked Commissioner Pries for the County Commissioners’ past support of various Borough projects. Council updated Commissioner Pries on the Borough’s initiatives and needs. Commissioner Pries stated that communication such as this meeting is welcomed and essential to move forward. Secretary Jackson gave copies of the Council’s 5-Year Plan to Commissioner Pries and Ms. Bateman.

President Boyer recognized Captain Gamez who distributed a compilation of call statistics and gave a photo presentation of various police call responses. Council will be mindful of a Gaming Grant opportunity for replacement of one of the Borough’s police vehicles. Commissioner Pries left the meeting.

Motion to Amend the Meeting Agenda – Motion by Cl’m Hoffman, seconded by Cl’m Snyder to add Opening of Street Project Bids to the meeting agenda. Motion carried.

Committee Reports

Employee Relations Committee – Nothing to report.

Finance and Risk Management Committee – Nothing to report.

Parks & Recreation Committee

Market Square Park Update – Pres. Boyer reported that the work is almost complete. The gazebo spire is coming and the sign and trashcan will be installed. The ADA lift clearances are being reviewed. Council would like a temporary walkway opened for sponsors to be able to see their bricks.

Property Committee

Facility Use Agreement – New Enterprise – New Enterprise Stone & Lime is requesting the use of the Borough’s Pine Street lot to store equipment and materials from April 13 through October 1, 2026. There

was no official action taken other than to permit the use for the next two weeks. This matter will be revisited.

Public Safety Committee

MIS Invoice No. 67607 – Antennas – Council reviewed the invoice for two modem antennas for internet in the police vehicles for \$1,150. Motion by Cl'm Snyder, seconded by Cl'm Hoffman to approve the invoice as presented. Motion carried with yes votes from Cl'ms Boyer, Campisi, Hershey, Hoffman, Hoy and Snyder.

Economic Development Committee – Nothing to report.

Streets Committee

Facility Use Agreement – VFW Memorial Day Parade – The organization requests the use of Market Square and various Borough streets for the Memorial Day Parade on May 25, 2026 from 8-11AM. Changes to the agreement are to add providing the Borough Manager at no charge, to waive the user fee and to strike the provision to charge for the Public Works employee. Motion by Cl'm Hoffman, seconded by Cl'm Snyder to approve the agreement with said revisions contingent upon receipt of the sponsor's certificate of insurance. Motion carried.

Parking Meters Discussion – Pres. Boyer reported that this will be coming up in the near future. Cl'm Hoffman and Manager Whitall are looking at proposals for Council's review.

Opening of Streets Bids for Bowan Street Paving Project – There was one amendment to the original request for proposals, which was to delete milling from the scope. Manager Whitall opened the electronic bids received through PennBid and announced the following results:

- Construction Masters Services \$ 71,101.60
- G. R. Charles Excavating LTD \$ 62,586.00
- J. Phillips Excavating & Hauling \$ 70,516.00
- Meckley's Limestone Products \$ 60,756.00
- New Enterprise Stone & Lime \$ 58,486.80
- Rite Way Sealing & Paving \$ 44,802.80

Manager Whitall announced the apparent low bidder as Rite Way. Motion by Cl'm Hofman, seconded by Cl'm Snyder to accept Rite Way's bid of \$55,802.80, contingent upon review by the Borough Solicitor and Engineer. Should the bid not meet approval, the award goes to the next lowest bidder whose bid is also subject to review by the Borough Solicitor and Engineer. Motion carried with yes votes from Cl'ms Boyer, Campisi, Hershey, Hoffman, Hoy and Snyder.

Community Outreach Committee – Cl'm Campisi stated that she is on Council four years now and thanked her fellow council members. Cl'm Campisi then left the meeting.

Mayor's Report – Monthly statistical report was provided to all Cl'ms. Mayor Bowman reported that a former officer requested a retirement badge as a memento, but the request was denied. Cl'm Hoffman requested that Mayor Bowman and Cpt. Gamez research the Borough's vagrancy ordinance and report their findings to Council.

Manager/Code Officer's Report – Written report was distributed to all Cl'ms. Cl'ms are invited to the ribbon cutting ceremony for the Health-To-Go vending machine placed inside Hamilton Health. This vending machine was purchased using funds awarded via a Dauphin County Opioid Remediation Grant. The machine is stocked with free health, wellness and personal care items. The deadline for the property owner of 787/789 Church Street to provide a written actionable plan to relieve hoarding conditions has passed. All

utilities are disconnected. Council directed Manager Whitall to send a final letter to the property owner advising that the yard needs to be maintained or the Borough will complete the work and invoice him. Manager Whitall is to obtain direction from Solicitor Kerwin regarding how to proceed regarding abatement.

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

Unfinished Business – None.

New Business

Borough Resolution No. 26-04 – Dauphin County WREP Authorization – Council reviewed the resolution which approves the proposed appendix to the WREP municipal agreement for the purpose of completing the Best Management Practices Inventory Study and names the Borough Council President as the authorized signer. Motion by CI'm Hoffman, seconded by CI'm Hoy to approve Borough Resolution No. 26-04 as presented. Motion carried.

Upper Paxton Township Invoice for Winter Product – Council reviewed the invoice for \$8,704.32 for product from December 1, 2025 to February 17, 2026. Motion by CI'm Hoffman, seconded by CI'm Snyder to pay the invoice as presented. Motion carried with yes votes from CI'ms Boyer, Hershey, Hoffman, Hoy and Snyder.

Pres. Boyer reported that he will be looking at Property Maintenance enforcement and will review Borough procedures with both Manager Whitall and Cpt. Gamez. He also reported that the Millersburg Area School District is asking for the release of their bond for the PreK-4 building project. The School's engineer's report will be reviewed by the Borough's Solicitor and Engineer.

Communications – Listing provided to all CI'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
Millersburg Area Pool Association
Millersburg Fire Company – February 10 , 2026 meeting minutes were received.
Millersburg Area Authority
Dauphin County Tax Collection Committee
Millersburg Ferry Boat Association – January 9, 2025 through February 12, 2026 meeting minutes were received as well as the 2026 rates.
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 next meeting will be April 22, 2026 at 6:00PM, followed by Committee of the Whole. The meeting was recessed to the Call of the Chair at 8:33PM.

Respectfully submitted,

Ann Bowman Jackson
Borough Secretary