

**Millersburg Borough Committee of the Whole
Council Chambers
June 24, 2026 Meeting Minutes**

Call to Order – President Boyer called the meeting to order at 6:05pm with Cl'ms Hoke, Snyder, Hoffman, and Hershey present. Cl'm Campisi was in attendance virtually. Mayor Bowman, and Borough Manager Whitall were also present.

Visitors in attendance included: Don & Renee Chubb, Jacob Smucker, Christian & Lauren Heim, Laverne Brown, James Smucker, & Alex R.

Visitors

Mr. Chubb provided introductions for visitors. Mrs. Chubb stated that she had replaced part of her porch at 476/478 Moore Street. She did not get a UCC permit because she didn't think she would need one based on the work they were doing. They received a Stop Work Order from BIA acting as the Borough's Building Codes Officer and incurred significant expense proving to the inspector that their design was compliant including loss of rent, permitting expenses, and engineering expenses.

Christian Heim, the tenant at 501/503 Moore Street, a property owned by Mr. & Mrs. Chubb, requested improvements to the front stairs which were in bad repair. He stated that his wife fell because of the unsafe stairs. Mr. & Mrs. Chubb, acting in the best interest of their tenant, undertook the repairs but failed to pull a UCC permit because they did not believe the nature of the work required one.

Manager Whitall stated that a complaint was received about the property having work in progress without a permit. BIA, acting as the Borough's Building Codes Officer, did an inspection of the property and found multiple areas of work being done. The only work identified as needing a permit was the stair replacement. Masonry crew on site were informed of the need for a drawing and that the work on the stairs couldn't be completed until a permit was pulled. Work on the stairs was completed without a UCC permit despite the Stop Work Order. BIA sent a notice of violation to 501/503 Moore St where Mr. & Mrs. Chubb are the registered owners.

Mrs. Chubb stated that they do not reside at that address and were provided with the certified letter by the Postmaster. President Boyer asked Manager Whitall to instruct BIA to confirm addresses with the Borough Office before sending Notices of Violation.

Mr. Chubb stated that they are unhappy with the level of service they receive from BIA regarding permitting. Further, that calling to ask if a permit should be pursued, BIA will always answer in the affirmative because it benefits them financially.

Council thanked the guests for attending the meeting and providing feedback. They indicated that Building Inspection Underwriters (BIU) was added recently as an option for UCC permits should any barriers arise with Barry Isett & Associates. Manager Whitall indicated the need for further discussion on clarification of duties with BIU. Council asked that he inquire as to whether BIU would issue Stop Work Orders if needed. President Boyer advised that the item would be discussed further with BIA officials and Borough Employees. Council would readdress in two weeks at their Business meeting.

All guests departed following the discussion.

Employee Relations

Nothing to discuss.

Economic Development

America 250 – Cl'm Hershey provided an update on the event. Parade registrations are coming in, and the event is coming together well.

Business Survey – Cl'm Hershey stated that she was engaging with local businesses and promoting them. Some data was gathered from a recent survey, but not enough to draw any conclusions. Cl'm Campisi stated that getting a Revitalization Study completed will give us data to start making changes.

Streets

Manager Whitall advised that he is working with CivicSmart on a quote for new parking meters that will accept both coin and card.

Cl'm Hoffman advised the Oak Street paving project is live on PennBid.

Parks

Little League Banner Sponsorship – Cl'm Hoke stated that he was approached by the Millersburg Little League leadership about placing additional sponsor banners on the fence around the old tennis courts (now parking area). Manager Whitall will investigate any Ordinances that may be regulating placement.

Property

Nothing to discuss.

Public Safety

Ord. 3-26 – Loitering Ordinance – President Boyer provided a draft created by Mayor Bowman and a draft that he clarified and had reviewed by Solicitor Kerwin. President Boyer stated that he tried to capture the spirit of the Mayor's draft while clarifying some areas where other Council members had concerns. Some definitions were moved to the proper location. Cl'm Hoke inquired as to why the ordinance update was necessary. Mayor Bowman stated that Capt. Gamez didn't think the current form had enough teeth for any sort of enforcement. It is meant to give officers authority to investigate suspicious activity that might take place on public property. President Boyer, Mayor Bowman, and Captain Gamez will discuss a final version and present it for a vote at the next Business Meeting.

COG EMS Committee Update – Cl'm Snyder provided an update on the recent Joint Special Meeting. Four municipalities adopted and four others were working on adoption. Their next Joint Special Meeting will take place on July 28, 2026.

Finance & Risk Mgmt.

Nothing to discuss.

Community Outreach

Cl'm Campisi informed Council that a public forum would be held to give the community input into the 2026 Holiday Magic event date. She asked if the Borough could sponsor a First Aid/CPR class that could be taught by Manager Whitall or another party. Council advised that another party should be approached due to the Manager's workload.

Mayor

Nothing to report.

Organization Reports

None.

With no other business to discuss, the meeting closed at 8:55pm.

Respectfully submitted,

James Whittall
Borough Manager