

Millersburg Borough Council
Council Chambers
July 8, 2026 Meeting Minutes

Call to Order – Council President Boyer called the meeting to order at 6:00PM with Cl'ms Campisi (remote access) Hershey, Hoffman (arrived at 7:37PM) Hoke and Hoy present. Mayor Alan Bowman, Manager James Whitall and Secretary Ann Jackson were also present. An invocation was given by President Boyer, followed by attendees reciting the Pledge of Allegiance.

Scheduled Guests – Jared Gasiewski, Jeremiah Lenker and Truman Heberlig, all representing Barry Isett & Associates

Approval of Minutes – Motion by Cl'm Hoke, seconded by Cl'm Hershey to approve the minutes from the June 10, June 16 and June 24, 2026 Council, Special and Committee meetings as presented. Motion carried.

Financial Reports – Council reviewed the Financial Report through June 30, 2026. Motion by Cl'm Hoke, 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 Hoy to approve the Check Detail Report as presented. Motion carried with yes votes from Cl'ms Boyer, Campisi, Hershey, Hoke and Hoy.

Code Officer's Report

250 Market Street – Manager Whitall was directed to get an updated status on 250 Market Street from the property owner. Mr. Lenker reported that the property owner's contractor is to have an engineer perform an evaluation. He will follow up on this with the owner. Manager Whitall is also to ask Millersburg Police Department if the property owner made a report to them regarding the stolen wire.

476/478 Moore Street – Mr. Heberlig reported that he received a report about a front porch being replaced without a permit having been obtained. He walked Council through the sequence of events. Property owner and contractor are the same. A permit was obtained. The work has been completed; however, the property owner has not contacted BIA requesting their final inspection. BIA will contact the property owner to inquire.

501/503 Moore Street – Mr. Lenker reported that he received a report about work being done at this property with no permit obtained. Property owner same as 467/478 Moore Street; different contractor. The work included steps and a sidewalk being removed and a retaining wall being constructed. Mr. Lenker permitted the forms for the steps and walk to be placed but not poured. Work continued and the job has been completed with no permit application received. Final inspection has not occurred.

Council directed that BIA proceed with the methods currently in our codes for both properties. Further, BIA and Manager Whitall were directed to be more proactive and to visit work sites regularly to monitor progress and to ensure that work is being done according to code.

552 Center Street Demolition Order – The Police Department received a report of glass on Cherry Street behind this property, which Public Works cleaned up. Manager Whitall assessed the property and noticed a cracked foundation, sunken stairs, broken out windows, separating brick and fallen debris. BIA has contacted the property owner by letter but has received no response. BIA's letter stated that the structure is unsafe and it is to be secured, stabilized and remediated. Motion by Cl'm Hoke seconded by Cl'm Hoy to have BIA enforce the unsafe structure order for 552 Center Street requiring the property owner to secure and stabilize the property and to proceed with property maintenance corrections. Motion carried.

President Boyer thanked the BIA employees for their work and all guests then left the meeting.

Committee Reports

Employee Relations Committee

Cl'm Hoffman arrived.

MERP TPA Transition of Services – Secretary Jackson reviewed correspondence from Gunn-Mowery regarding administration of our MERP claims. Gunn-Mowery is discontinuing this service and provided three options. Council reviewed each option's transition processes and costs.

Motion by Cl'm Hoke, seconded by Cl'm Hershey to transfer the third party administration services to FlexFacts. Motion carried with yes votes from Cl'ms Boyer, Campisi, Hershey, Hoffman, Hoke and Hoy.

Comments from President Boyer – Pres. Boyer thanked both Crew Leader John Hoffman and Captain Gamez for adjusting their vacation schedules to be available for the rescheduled date for the Fireworks event this Friday.

Finance and Risk Management Committee – Nothing to report.

Parks & Recreation Committee

Flood Risk Solutions, Inc. Invoice No. 216838 – Council reviewed the invoice for coverage for the MYO Park restrooms. Motion by Cl'm Hoy, seconded by Cl'm Hoffman to pay the invoice for \$1,085.76 as presented. Motion carried with yes votes from Cl'ms Boyer, Campisi, Hershey, Hoffman, Hoke and Hoy.

Property Committee

C.F. Acri Invoice No. I-6043 – Council reviewed the invoice for a new PTAC unit for the Police Department interview room. Motion by Cl'm Hoke, seconded by Cl'm Hoffman to pay the invoice for \$2,084.65 as presented. Motion carried with yes votes from Cl'ms Boyer, Campisi, Hershey, Hoffman, Hoke and Hoy.

Public Safety Committee

Borough Ordinance No. 4-26 Disorderly Conduct Amendment – Advertisement – Council reviewed the final draft of the amendment as well as the legal notice. Motion by Cl'm Hoke, seconded by Cl'm Hoffman to advertise the ordinance in The Citizen Standard for formal adoption at the August 12th Council meeting. Motion carried with yes votes from Cl'ms Boyer, Campisi, Hershey, Hoffman, Hoke and Hoy.

Streets Committee

Heim Construction Company Inc. Invoice No. 8247 – Market Street Curbing – Council reviewed the invoice for \$24,169.58 for curbing construction in the 300 block of Market Street. Motion by Cl'm Hoffman, seconded by Cl'm Hoke to pay Heim Construction's invoice No. 8247 for \$24,169.58 to be paid from the General Fund budget. This motion modifies action taken at the May 27, 2026 meeting which was to pay this expense from the Liquid Fuels account. Motion carried with yes votes from Cl'ms Boyer, Campisi, Hershey, Hoffman, Hoke and Hoy.

Golf Cart Permit Prorated Cost – Manager Whitall reported that the annual fee is \$50. We are waiting for PennDOT to complete the paving project through the Borough before rolling out the

permit program later this month. Motion by Cl'm Hoke, seconded by Cl'm Hoffman to authorize a one-time prororation of the golf cart permit for \$25 for 2026 only. Motion carried.

Business Reserved Parking Past Due Invoice – Cl'm Hoy reported that Stain, Paint & Create has not paid their January invoice for the annual business reserved parking fee, despite repeated invoices and reminders from Secretary Jackson. Motion by Cl'm Hoke, seconded by Cl'm Hoy to remove the Reserved Parking sign from in front of the business. Motion carried. The sign may be reinstalled once payment is received.

Economic Development Committee – Nothing to report.

Community Outreach Committee

National Night Out Dunk Tank – Council reviewed a quote from Golden Rentals for \$652.51. Cl'm Hoke referred Cl'm Campisi to Hornung's True Value in Halifax to possibly get a better rental rate. The event is scheduled for Tuesday, August 4th.

Mayor's Report – Monthly statistical report was provided to all Cl'ms; nothing additional to report.

Manager's Report – Written report was distributed to all Cl'ms. The NFIP map has been updated. We are assisting affected residents, who will be advised to work with their mortgage companies and insurance agents. The TISIP project (Race and Center Streets intersection) will possibly bid on July 31st. Cl'm Hoffman directed Manager Whitall to advise Dauphin County of the Mid Penn Bank construction project currently underway.

Reed's Stormwater O&M Agreement – Manager Whitall reported that Reed's has applied for a permit to construct a storage shed at their fuel depot. The plans have been approved; however, the applicant needs to provide an irrevocable letter of credit, which will serve as a stormwater bond. Secretary Jackson reported that the applicant has an unpaid invoice for engineering services from April 2026. Motion by Cl'm Hoke, seconded by Cl'm Hoffman to approve the stormwater O&M Agreement contingent upon receipt of payment for the engineering invoice and the appropriate bond documentation. Motion carried.

Request to Attend PSATS Public Works Expo – Council reviewed Manager Whitall's request to attend this event in the Poconos on November 10th and 11th. Registration is \$175 and lodging is \$66 a night; two nights requested. Motion by Cl'm Hoffman, seconded by Cl'm Hoke to cover the registration fee and pay per diem, not to exceed \$350. Motion carried with yes votes from Cl'ms Boyer, Campisi, Hershey, Hoffman, Hoke and Hoy.

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

Unfinished Business – None.

New Business

Troutman Foundation Donation - Seal Park Concept / North Street Improvement – Cl'm Hoke reported that he has been working with Mr. Dave Troutman to dissolve Mr. Troutman's mother's trust. Council reviewed a recreation facility concept, which would put a new basketball court in the current small parking lot at Seal Park and create a new larger parking lot to the east. Mr. Troutman is working with his attorney on the agreement for the donation, which is approximately \$200,000.

Council also reviewed a cost projection for the project which totaled \$346,888. Cl'm Campisi reminded Council that she has been approached by a community member who made a request for a skate park.

Communications – Pres. Boyer called Council's attention to a letter from Chuck Strosdosky with YSM to Doug Lamb Construction regarding finishing their work on the Market Square Park renovations by July 24, 2026, or Council will void the contract and hire another contractor to finish the project. Council also reviewed Pres. Boyer's comments to Solicitor Kerwin regarding withholding the stormwater funds from Millersburg Area School District to assist the Solicitor in preparing a letter to the School District's engineer. The letter will explain that the Borough will not approve release of the reserved funds until the new drain functions properly or it can be demonstrated that what was witnessed and videotaped by Borough officials during a downpour is false.

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

Upper Dauphin COG – Next meeting July 15th; Millersburg Borough is hosting.
Millersburg Planning Commission/Shade Tee Commission
Millersburg Area Pool Association
Millersburg Fire Company – May 12, 2026 meeting minutes were received.
Millersburg Area Authority
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 – April 17 and June 1, 2026 meeting minutes were received.

The next meeting will be July 22nd at 6:00PM.

The meeting was recessed to the Call of the Chair at 9:03PM.

Respectfully submitted,

Ann Bowman Jackson
Borough Secretary