Millersburg Borough Council
Council Chambers
September 9, 2026 Meeting Minutes

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

Guests – Yvonne Miller, Wanda Latshaw, Tammy Blain, Anne Walk, Jackie Deitrich, Donna Peifer, Barb Jury, Lynette Walters, Kim Ramberger, Essie Lehaman, Rebekah Latshaw, Tina Billow, Lynetter Lenker, John Wenner

Appointment of Council Member – President Boyer called for Cl'ms to vote for one candidate only after he read each candidate's name. Kees VandeWalle received three votes, Melanie Morrison received 2 two votes, John Wenner received one vote and Ruthanne Foote, Craig Silks, Paige Schreiber and Eric Morgan received zero votes. Motion by Cl'm Hershey, seconded by Cl'm Hoffman to appoint Kees VandeWalle to Council for the remainder of Jessica Hoy's term. Motion carried. Secretary Jackson will contact Mr. VandeWalle and send letters to the other candidates.

Public Comment

President Boyer noted that many of the guests seemed to be present for a discussion on setting the date for MAWT's Holiday Magic event and allowed guests to address the Council. MAWT has submitted a Facility Use Agreement for Holiday Magic, setting the date for Saturday, November 28th, from 5-9PM. After everyone had the opportunity to speak, there was agreement to return the event to being held on Friday evenings. Motion by Cl'm Hoke, seconded by Cl'm Hoffman to approve the Facility Use Agreement for Holiday Magic, on Friday, November 27, 2026. Motion carried. Ms. Miller, Ms. Walk, Ms. Deitrich, Ms. Peifer, Ms. Jury, Ms. Ramberger, Ms. Billow, Ms. Lenker and Cl'm Hoffman left the meeting.

President Boyer recognized Lynetter Walters, representing the Millersburg Teener Baseball Association. Ms. Walters requested Council's support for the Teener's Dauphin County Gaming Grant application for $75,000 to make improvements at the MYO Park ballfield, specifically the outfield. Ms. Walters was advised that this would be on the next business meeting agenda for consideration and she thanked the Council and then left the meeting.

President Boyer recognized Wanda Latshaw, owner of Special Moments Bridal Boutique at 321 Market Street. Ms. Latshaw reported a number of issues related to the recent sidewalk replacement project. The letter about the project was addressed to her deceased husband. She had no choice in contractors and had to use the Borough's contractor. She doesn't believe she should be charged for replacement of the flower boxes and downspout trough. She now has water running into her basement for the first time. The contractor splashed cement on her display window and pillar. Pictures were provided. President Boyer explained that the Borough's letter was addressed to the property owner on record. The additional charges were for work approved by the property owner. Borough officials will investigate the workmanship issues, and meet with the contractor, prior to asking him to make corrections. Ms. Blaine, Ms. Latshaw, Ms. Latshaw and Cl'm Hershey left the meeting.

President Boyer recognized Essie Lehman who was present to answer any questions on her proposal for a Little Free Library. Council reviewed her written proposal. Motion by Cl'm Hoke, seconded by Cl'm Snyder to approve the installation of a Little Free Library in Riverfront Park; location to be decided. Motion carried. Ms. Lehman left the meeting.

Financial Reports – Council reviewed the Financial Report through August 31, 2026. Motion by Cl'm Campisi, seconded by Cl'm Hoke to approve the report as presented. Motion carried. Council reviewed the Check Detail Report. Motion by Cl'm Campisi, seconded by Cl'm Hoke to approve the Check Detail Report as presented. Motion carried with yes votes from Cl'ms Boyer, Campisi, Hoke and Snyder.

Committee Reports

Employee Relations Committee

President Boyer called an executive session for a personnel discussion at 7:20PM. Manager Whitall and Secretary Jackson were excused. The meeting was called back into regular session at 7:29PM with both Mr. Whitall and Ms. Jackson returning to Council Chambers.

Finance and Risk Management Committee

Troutman Foundation Investment Rates – Council reviewed certificate of deposit rates provided by Secretary Jackson. Motion by Cl'm Hoke, seconded by Cl'm Campisi to authorize Secretary Jackson to purchase a 6-month CD from Mid Penn Bank in the amount of $175,000 at 3.8%APY, using funds from the Troutman Foundation Gift account. Motion carried.

Parks & Recreation Committee

Property Committee

New Enterprise Office Space Lease – The current lease expires on September 24, 2026. Motion by Cl'm Campisi, seconded by Cl'm Snyder to continue renting to the current tenant on a month to month basis at the $1,300 per month rate. Motion carried. Secretary Jackson was directed to advise the party looking for local office space that the space would be available January 1, 2027.

2025 Dauphin County Gaming Grant - 169 Union Street Lot Loan Payoff – Secretary Jackson provided a loan payoff from Mid Penn Bank for September 30, 2026 in the amount of $111,444.53. Motion by Cl'm Snyder, seconded by Cl'm Hoke to forward the loan payoff documentation to Dauphin County with the Borough's request to pay $111,444.53 to Mid Penn Bank. Motion carried with yes votes from Cl'ms Boyer, Campisi, Hoke and Snyder. The remainder of the grant funds will go towards remediation expenses. We are also waiting for a determination from the Dauphin County Land Bank on additional funding for remediation. Council will discuss the next steps at the September Committee meeting.

Community Garden Stones and Barbed Wire – Cl'm Campisi reported that she would like to have Bigfoot Lawn Care install barbed wire on the fence tops and stone on the garden pathways for a cost not to exceed $3,000. Council agreed to review a cost estimate at the next meeting. Penn State's procedure for funding has changed to a reimbursement process this year. Secretary Jackson will take care of submitting invoices year to date and requesting the reimbursements.

Facility Use Agreement – VFW Halloween Window Painting Contest – The VFW requests the use of portions of Market and Union Street sidewalks and Veterans Park on October 13, 2026 from 11AM to 5PM for the annual Halloween window painting contest. Motion by Cl'm Snyder, seconded by Cl'm Hoke to approve the agreement as presented with the user fee waived. Motion carried.

Facility Use Agreement – VFW Halloween Parade – The VFW requests the use of portions of Market Square and various streets on October 14, 2026 from 6 to 9PM for the annual Halloween parade. Motion by Cl'm Snyder, seconded by Cl'm Campisi to approve the agreement as presented with the user fee waived. Motion carried.

Repair Quotes – Bicksler Vehicle – Council reviewed two quotes provided by Ms. Bicksler. Motion by Cl'm Hoke, seconded by Cl'm Campisi to reimburse Ms. Bicksler for the lower of the two quotes (Oakes Autobody) for $3,453.81. Motion carried with yes votes from Cl'ms Boyer, Campisi, Hoke and Snyder.

Cl'm Campisi left the meeting.

Public Safety Committee

Cl'm Snyder reported that he is working on a salary chart for employee wages to assist in budget preparation, to account for elimination of the health insurance opt out benefit. This will be ready for review at the September Committee meeting.

Streets Committee

Bowman Street Phase 2 – An update was given to Council on the Bowman Street paving project. There is three-foot section on the north side that this missing curbing.

Christmas Lighting Approval – A letter from the Millersburg Lions Club was provided to Council that confirms that they are willing to cover additional expenses up to $15,000 to purchase supplies to extend the display. The was uncertainty over the amount having been verbally increased beyond $15,000. President Boyer directed Manager Whitall to get an updated letter from the Lions Club with the correct amount of their offer and to provide his pricing spreadsheet for all the additional supplies needed to extend the display. This topic will be revisited at the September Committee meeting.

North Street Update – It was reported that a section of North Street between West Street and the railroad tracks is partially closed (one lane of travel) due to recent stormwater damages.

Economic Development Committee – No report.

Community Outreach Committee – No report.

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

Manager's Report – Written report was distributed to all Cl'ms. Manager Whitall reported that the TISIP project will be rebid in the Spring of 2027. Cl'm Snyder directed Manager Whitall to remind the Police to ticket the property owner of 240 Race Street for burning a couch in her yard.

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

Unfinished Business

Market Square Park Ribbon Cutting – Tabled until the next meeting.

New Business

2027 Minimum Municipal Obligations – Secretary Jackson reviewed the MMO's with Council; the matter was then tabled.

Borough Resolution No. 26-06 – Police Pension Plan Waiver of Required Member Contribution – Tabled until the next meeting.

Appointment of Junior Council Person – Tabled until the next meeting.

Dauphin County Gaming Grant Co-Sponsorship Request – Ned Smith Center – Tabled until the next meeting.

Communications – The FSA letter to MASD regarding the stormwater issue was provided to all Cl'ms.

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

Upper Dauphin COG
Millersburg Planning Commission/Shade Teee Commission
Millersburg Area Pool Association
Millersburg Fire Company – July 14, 2026 meeting minutes were provided.
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
Northern Dauphin Regional Emergency Services Authority

The next meeting will be September 23, 2026 at 6:00PM.

The meeting was recessed to the call of the chair at 9:27PM.

Respectfully submitted,

Ann Bowman Jackson
Borough Secretary