

November 24, 2015

MILLERSVILLE BOROUGH COUNCIL MEETING MINUTES

The MILLERSVILLE BOROUGH COUNCIL MEETING was held on Tuesday, November 24, 2015 in the Millersville Borough Public Meeting Room located at 100 Municipal Drive, Millersville, Pennsylvania.

The meeting was called to order at 7:00 p.m. by Council Vice-President, Philip A. Lastowski followed by the pledge to the flag and a moment of silence.

COUNCIL MEMBERS

Michael C. Kirkham (absent)
Philip A. Lastowski
Lynn M. Miller
David T. Aichele

Richard M. Moriarty, Mayor
Linda J. Deal
James A. Stager
Daniel P. Ostrowski

OTHERS PRESENT

Edward J. Arnold, Millersville Borough Manager
John D. Rochat, Millersville Borough Chief of Police
Jessie L. Ebersole, Millersville Borough Finance Officer
Michael J. Weidinger, Planning Commission Chairman
Edward R. Saylor, Planning Commission Vice Chairman
Gary G. Hess, Planning Commission Secretary
James A. Kirk, Jr., Zoning Hearing Board Chairman
Steven A. DiGuiseppe, Millersville University
Haley Williams, Millersville University Student Advisor
Olivia Hertzler, Penn Manor High School Student Advisor
Elaine J. Jones, LNP Media Group
Carol A. Thomas, 170 W. Charlotte St., Millersville
Bill Hess, 33 Pilgrim Dr., Lancaster
Linda Bellile, 437 Penn View Dr., Millersville
Shannon Fairchild, 1825 Windy Hill Rd., Millersville

MINUTES

A motion to approve the minutes for the October 27, 2015 Council Meeting was made by Mr. Stager and seconded by Mr. Ostrowski. Mr. Lastowski asked to have the minutes reflect the comment made that the 2016 budget for fire services did not increase. Mr. Stager made an amended motion to approve the minutes with Mr. Lastowski's comments included. Mrs. Deal seconded the motion. With no further discussions the amended motion passed by a unanimous voice vote.

CITIZEN'S REQUESTS OR CONCERNS

Mr. Bill Hess of 33 Pilgrim Drive asked for the status of the concern for speeding in Quaker Hills. Mayor Moriarty asked Chief Rochat to reply. Chief Rochat mentioned that they

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looked at the road as far as signage and that the Street Department Superintendent has given a report to the Street Committee (more to be discussed later in the Street Committee Report). Chief also mentioned that he has talked to Shultz bus service and they have acknowledged complaints received from the citizens. He further mentioned that they have worked some speed enforcement details in that area and will continue to do so. Mr. Hess further inquired about a possible study to install stop signs. Mr. Arnold replied that a study to warrant a stop sign cannot be performed based on speeding only. Other factors are necessary, such as line-of-site and reportable accidents. The opinion of the Borough Engineer along with the Street Superintendent is that they cannot find qualified characteristics to perform a study.

Ms. Linda Bellile of 437 Penn View Drive voiced her concern for the requirement to bag leaves for her property and inquired on whether the Borough has considered purchasing equipment such as a leaf vacuum truck as an alternative to bagging leaves. Mr. Arnold stated the Borough has reviewed this issue in the past and the initial cost of a vacuum truck is approximately \$150,000 to \$200,000. Mrs. Miller inquired on the possibility of paying the neighboring municipalities to use/rent their equipment to collect the Borough's leaves. Again, Mr. Arnold replied that such inquiry has been made in the past. The problem with this is the timing of collection. Neighboring municipalities are busying collecting their own leaves. Mr. Lastowski commented that Council needs to remember that the leaves have to get to the curbside somehow and Mr. Aichele further commented that leaves in the roadway can lead to other concerns, such as highway safety and stormwater issues.

REPORTS OF COMMITTEES OR BOARDS

None

MAYOR'S REPORT

Mayor Moriarty reported on the Police's monthly report as not a new high but a second highest with 325 Calls for Service. He further noted the Clearance rate for Part I offenses were 20% and the Clearance rate for Part II offenses were 75%. Chief reported from the investigator's cases that charges have been filed for the vehicle break-ins that have affected multiple municipalities. Chief also reported on the DUI checkpoint that produced a total of 20 arrests; three DUI's, several drug and some public drunkenness arrests. Per the Mayors request he stated the DUI checkpoint was held on George Street from approximately Midnight to 3 a.m. and that they had Officers from multiple local police departments involved with this check point, including Millersville University, West Hempfield, East Lampeter, West Lampeter, Manor Township, Manheim Township, and Northern Lancaster County Regional Police Departments. Funds for this were obtained from the State Liquor Control Board grant specifically for underage drunk driving.

MILLERSVILLE UNIVERSITY REPORT

Mr. DiGuiseppe announced the 43rd Anniversary Millersville Turkey Trot will be this Thursday morning, November 26th. He also announced the Glorious Sounds of the Season will hold three performances in the Winter Center on December 5th and 6th. The upcoming Winter

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Undergraduate Commencement will be Sunday, December 13th at 2 p.m. in Pucillo Gym. The Winter term begins December 14th and runs through January 17th and the Spring semester begins on January 19th. He also noted that the University will be closed December 25th and will reopen on January 4th, 2016. Mr. DiGuissepe stated the Board of Governors approved another MU Bachelor of Science in automation and intelligent robotics engineering technology degree program last month and that the program will be implemented in the Spring of 2016. He noted two recognitions; the College Values Online has given Millersville University the number 6 spot on the list of 20 Best Value in Occupational Safety Degree Programs and the Best Value Schools ranked Millersville 15th on their list of Top 30 Best Value Colleges in Pennsylvania. Mr. DiGuissepe reported that on Thursday, November 19th, President Anderson joined other administrative and student leaders from higher education institutions across the country at the White House to pledge Millersville University's support for action on climate change.

Mr. DiGuissepe announced on Friday evening, December 4th, the Millersville Business Association will be hosting their annual Christmas in the Park event in Freedom Memorial Park beginning at 7:00 p.m. in the large pavilion with a guest appearance from Santa Claus. There will be hot chocolate, cookies and singing of Christmas carols. The first 150 children in line will receive a special stocking of items donated by the Association members. This event is free to the community and Blue Rock Fire Rescue will also be on stand-by for extra lighting and transporting Santa, since his sled is getting prepped for December 24th.

Ms. Williams announced The Association of Technology, Management, and Applied Engineering Student Chapter at Millersville University recently captured several national awards at their November national convention held in Pittsburgh. The team now has over 35 awards in national or international robotics competitions since its formation in 2001. She further announced the administration at Millersville has expressed its full support to assist in creating opportunities for open dialogue by hosting "Marauders Unite", an event to start conversations on Thursday, December 3rd at noon in SMC. Ms. William commented on the recent news story that stated there are currently 14 graduate and undergraduate students from Millersville University who volunteer at Blue Rock Fire Rescue and that most of them volunteer because they want to help people and give back to their community. She stated Millersville Athletics had a good fall season. Four teams had progressed to PSAC Championship play, including men's soccer, field hockey, men's and women's golf. The Women's Golf team captured first place in their PSAC Championship; their first major award since inception in 2009. She note the Men's Soccer and Field Hockey teams also progressed to NCAA Tournament rounds but unfortunately lost.

PENN MANOR HIGH SCHOOL REPORT

Ms. Hertzler reported on various Penn Manor School District items, such as the completed sale of the former Hambright Elementary School to Signature Senior Living LLC for approximately \$1.5 million. The sale marks the end of the school's 80-year existence and was replaced by a new Hambright Elementary School on Charlestown Road that opened in August 2014. She also reported that nearly 90 people turned out for the first of nine public information meetings on the future of the Penn Manor High School that was held in the high school auditorium. District residents and staff members heard about the four options Penn Manor School Board is considering to upgrade and/or renovate the high school, which was originally built in the late 1950s. Ms. Hertzler further reported on the "High Achievement" Title I school

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recognition given to Manor Middle School by the Pennsylvania Department of Education. Manor earned the honor by scoring among the top 5 percent of Title I schools in the state on their Math, English and Language Arts' PSSA tests and Keystone Exams. This is the second year in a row the school has earned Title I honors. Last year they were named a Title I High Progress school.

FINANCE COMMITTEE REPORT

[Mr. Lastowski in keeping with our Council's past procedure passed the gavel to Council Secretary, Mrs. Linda Deal in order to make the motions coming out of the Finance Committee meeting.]

Mr. Lastowski made a motion out of committee to accept the October, 2015 Financial Reports as presented to the committee by Borough Manager, Edward J. Arnold. With no discussions the motion passed by a unanimous voice vote.

Mr. Lastowski made a motion out of committee to approve the 2016 budgets. Mr. Arnold presented a summary report on the 2016 budgets. He mentioned what hasn't changed is the fact that 39% of the Borough's assess value remains exempt and that the 2016 proposed 6.2 millage rate is an increase of .48 mills or an increase of approximately \$60 per year for the average \$124,000 assess home. He further mentioned a majority of the anticipated expenses, 74%, going for labor and labor associated costs. The 2016 budgeted labor reflects contractual wage increases of 3% for the police union and 1.75% for the non-uniform union contract. The medical plan benefit provided by a municipal pool reacted favorably for 2016 with only an increase of 6%. He went on to mention approximately 56-57% of our General Operating Fund budget is for providing police services. The largest increase being the police pension obligation which increased a little more than \$86,000 over last year. In addition there are expenditures for the Police Department such as a replacement vehicle and some weaponry that are to be expensed through the General Capital Reserve Fund. Mr. Arnold stated the Fire Services costs remain stable and noted that they have remained the same since inception of the Fire District. They have really done a great job holding that price which averages out to approximately \$60 per year per household. Mr. Lastowski commented on what has really helped maintain the Borough's cost of fire services is the fact that they have been able to reduce the debt of over a million dollars to just over \$300,000. Mr. Arnold went on to summarize the major changes to the 2016 budgeted revenue. The highest being the reduction in building permits as a result of Millersville University's new dormitories coming to an end of construction. He went on to state the Borough's staffing level has remained the same, 13 fulltime police and 16 fulltime non-uniform employees. The sewer operating and solid waste budgets were presented with no increase to the rates for service. Sewer remains at \$115 per quarter and Solid Waste (trash) at \$55 per quarter. Mr. Arnold announced the major Capital project will be the North/South Duke Street Corridor which is estimated at three million dollars. Multiple grants have been applied but with the State Budget not passing we have not heard one way or another on the award of these grants. Mr. Stager asked what the fund balance is in the General Capital Reserve Fund. Mr. Arnold replied approximately \$1.2 million and reminded Council that this balance is used for the grant applications as the matching percent for the project (30% of 3 million). With no further discussions the motion passed by a unanimous voice vote.

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The following are the individual fund budgets for 2016:

	Revenue	Expense
• General Operating Fund	\$ 3,395,030	\$ 3,395,030
• General Capital Reserve Fund	\$ 1,875,400	\$ 2,995,772
• Sewer Operating Fund	\$ 1,757,900	\$ 1,763,089
• Sewer Capital Reserve Fund	\$ 562,950	\$ 785,200
• Solid Waste Management Fund	\$ 440,700	\$ 432,565
• Highway Aid Fund	\$ 191,700	\$ 218,000
• Educational Service Agency Fund	\$ 29,775	\$ 29,750

Mr. Lastowski made a motion out of committee to adopt the ordinance to levy taxes upon all taxable real property within the Borough for general purposes for the year 2016. He further stated the millage rate increases from 5.72 to 6.2 mills. With no discussions the motion passed by a unanimous voice vote.

ORDINANCE BOOK
ORDINANCE NO. 2015-02

Mr. Lastowski made a motion out of committee to approve the resolution eliminating employee contributions to the Police Pension plan for 2015. With no discussions the motion passed by a unanimous voice vote.

RESOLUTION BOOK
RESOLUTION NO. 2015-13

Mr. Lastowski made a motion out of committee to adopt the resolution to amend the Borough's Fee Schedule. The Resolution specified increases for certain building code fees, residential parking permits, fees for the use of facilities owned and operated at the park, the change of stormwater management fees per inspection to a per BMP (best management practice) fee and an increase in the Subdivision and Land Development Plan application fee for Non-residential. With no discussions the motion passed by a unanimous roll call vote.

RESOLUTION BOOK
RESOLUTION NO. 2015-14

Mr. Lastowski made a motion out of committee to approve the 2015 budget transfer of \$8,253 for the Engineering Services required for the MS4 Audit. With no discussions the motion passed by a unanimous voice vote.

Mr. Lastowski made a motion out of committee to approve a \$200 donation to the Red Rose Honor Guard for their participation in the community's Veteran's Day Observation service. With no discussions the motion passed by a unanimous voice vote.

[Mrs. Deal passed the gavel back to Vice President, Philip A. Lastowski.]

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WASTE WATER COMMITTEE REPORT

None

PLANNING AND BETTERMENT COMMITTEE REPORT

Before Mrs. Deal started discussions on the advertising for the approval of the Downtown Overlay District as last presented by the Consultants and the Zoning Ordinance changes required for the Downtown Overlay District, Mr. Arnold mentioned regulations are coming down from the State that will require additional changes to be made to our Zoning Ordinance in regards to the Floodplain section. Mr. Arnold requested Council coordinate these Floodplain changes with the Downtown Overlay District Zoning changes to save time and money. Mrs. Deal made a motion to authorize Mr. Arnold to move forward with the required notifications and advertisement for an amendment to the Zoning Ordinance for the Floodplain changes and to proceed with having our Solicitor incorporate both the Downtown Overlay District and Floodplain regulations into the Borough's Zoning Ordinance. Mrs. Miller seconded the motion. With no further discussions the motion passed by a unanimous voice vote.

STREET COMMITTEE REPORT

Mr. Aichele made a motion out of committee to conduct traffic counts and measure sight distances to determine the next step(s) to formally address and make recommendations to correct the speeding and safety concerns along Pilgrim Drive and the intersection of Herr Avenue and Landis Avenue. With no discussions the motion passed by a unanimous voice vote.

SAFETY COMMITTEE REPORT

Mrs. Miller made a motion out of committee to advertise amending the Borough Code of Ordinances to add a new chapter for Disorderly Conduct. Mrs. Miller noted increases were made to the fines listed in the Violations and Penalties section. With no further discussions the motion passed by a unanimous voice vote.

PERSONNEL COMMITTEE REPORT

Mr. Stager made a motion out of committee to approve the employment contract with the AFSCME employees for the years 2016, 2017, 2018 and 2019. Mr. Stager summarized the major changes negotiated; the first being the establishment of "On-call" policies for the Waste Water and Streets Department and eliminating the designation a Lead Man in the absence of a Superintendent. Second he noted the wage increases were agreed at 1.75% for 2016, 2% for 2017, 2.25% for 2018 and 2.5% for 2018 along with a one-time \$500 pay in the first year that is not to be considered part of their base pay. He noted a new health plan was settled that will be beneficial for both the employees and the Borough. This health plan continues the \$500 /\$1000 deductible but has no co-insurance and the maximum annual cost increase paid by the Borough was reduced to 14%. With no further discussions the motion passed by a unanimous voice vote.

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Mr. Stager made a motion out of committee to approve the annual employment contract with John D. Rochat to continue employment with the Borough as Police Chief. With no discussions the motion passed by a unanimous voice vote.

Mr. Stager made a motion out of committee to approve a 2% salary increase for the five member Managerial staff. All managers received positive and above base evaluations. Mr. Stager again mentioned the Non Uniform employees are receiving a 1.75% increase with a one-time \$500 pay which he equates to approximately 1% or a total of 2.75% increase for 2016 and that the Police contract is at 3%. With no further discussions the motion passed by a unanimous voice vote.

Mr. Stager made a motion out of committee to approval a dollar an hour increase for the part-time Administration Clerk. With no further discussions the motion passed by a unanimous voice vote.

Mr. Stager made a motion out of committee to approve the resolution to appoint Eric G. Pettis to fill the vacancy on the Borough's Planning Commission with the term of office expiring on October 31, 2019. With no discussions the motion passed by a unanimous voice vote.

RESOLUTION BOOK
RESOLUTION NO. 2015-15

Mr. Stager made a motion out of committee to approve the resolution to re-appoint James R. Sanchez as a member of the Borough's Zoning Hearing Board with the term of office expiring on December 31, 2020. With no discussions the motion passed by a unanimous voice vote.

RESOLUTION BOOK
RESOLUTION NO. 2015-16

Mr. Stager made a motion out of committee to approve the resolution to re-appoint Rosalie Gessner as a member on the Borough's Park Commission with the term of office expiring on December 31, 2018. With no discussions the motion passed by a unanimous voice vote.

RESOLUTION BOOK
RESOLUTION NO. 2015-17

Mr. Stager made a motion out of committee to approve the resolution to re-appoint Michael F. DeBerdine as a member on the Borough's Civil Service Commission with the term of office expiring on December 31, 2021. With no discussions the motion passed by a unanimous voice vote.

RESOLUTION BOOK
RESOLUTION NO. 2015-18

Mr. Stager made a motion out of committee to approve the resolution to re-appoint Phyllis Giberson as a member on the Borough's Educational Service Agency with the term of office expiring on January 1, 2019. With no discussions the motion passed by a unanimous voice vote.

RESOLUTION BOOK
RESOLUTION NO. 2015-19

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Mr. Stager made a motion out of committee to approve the resolution to re-appoint Philip A. Lastowski as a member on the Blue Rock Regional Fire Commission with the term of office expiring on December 31, 2017. With no discussions the motion passed by a unanimous voice vote.

RESOLUTION BOOK
RESOLUTION NO. 2015-20

Mr. Stager announced the receipt of resignation from Scott Bailey for his membership on the Civil Service Commission effective at the end of his term, December 31, 2015 due to his election on Council.

VICE - PRESIDENT'S REPORT

Mr. Lastowski reminded Council that their next meeting will be held on December 8th and wished everyone a safety and Happy Thanksgiving.

BOROUGH MANAGER REPORT

Mr. Arnold added a reminder to Council that the re-organizational meeting of Borough Council will be held on the first Monday of the new year, January 4, 2016.

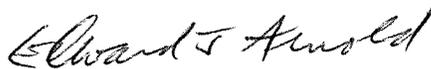
EXECUTIVE SESSION

None

ADJOURNMENT

There being no further business to discuss, Mr. Stager made a motion to adjourn the meeting at 8:51 p.m., seconded by Mrs. Deal.

Respectfully submitted,



Edward J. Arnold
Borough Secretary

EJA/jle