

March 24, 2015
MILLERSVILLE BOROUGH COUNCIL MEETING MINUTES

The MILLERSVILLE BOROUGH COUNCIL MEETING was held on Tuesday, March 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 President, Michael C. Kirkham followed by the pledge to the flag and a moment of silence.

COUNCIL MEMBERS

Michael C. Kirkham
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
James A. Kirk, Jr., Zoning Hearing Board Chairman
Jill Gilbert, Trout, Ebersole & Groff, LLP, Borough Auditor
Steven A. DiGuseppe, Millersville University
Olivia Hertzler, Penn Manor High School Student Advisor
William Torres, Penn Manor High School Student Advisor
Mr. & Mrs. Torres, parents of William Torres
Elaine J. Jones, LNP Media Group
Sam Bigler, 17 Wabank Road, Millersville
Scott & Lisa Douglas, 228 W. Frederick St., Millersville

MINUTES

None

CITIZEN'S REQUESTS OR CONCERNS

None

REPORTS OF COMMITTEES OR BOARDS

Mr. Lastowski reported on the monthly Blue Rock Regional Fire Commission meeting. The District applied for a FEMA SAFER (Staffing for Adequate Fire and Emergency Response) Grant. This grant was created to provide funding directly to fire departments and volunteer firefighter organizations to help increase or maintain trained firefighters. Mr. Lastowski mentioned the Fire Commissioner has been invited to speak at a volunteer firefighters hearing in Harrisburg. Mr. Hagelgans is looking forward to voicing their concerns on recruiting and retention.

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FINANCE COMMITTEE

Mr. Lastowski introduced Mrs. Jill Gilbert from Trout, Ebersole & Groff, LLP, the Borough's Auditors. Mrs. Gilbert thanked Council for having her and stated they have completed their audit for the year ending December 31, 2014. She mentioned that they met last week with the Finance Committee and at that meeting performed an in-depth review of the 2014 Financial Statements. She noted that her presentation tonight would be summarized but would entertain any questions throughout her presentation. She began by noting this year's report is larger than previous years due to changes in Accounting Standards set by Governmental Accounting Standards Board (GASB), including the adoption of Statement No. 67, Financial Reporting for Pension Plans. She clarified that these financial statements are the Borough's financial statements and that Trout, Ebersole & Groff are engaged as independent accountants to perform an audit and to give an opinion on the financial statements. In their opinion the financial statements give a fair representation, in all material respects, the financial position of the Borough as of December 31, 2014. Mrs. Gilbert re-phrased, "a clean audit". She then referenced the Management's Discussion and Analysis section of the report which is a narrative overview of the financial activities. She then continued into the actual financial statements; the statement of net position and activities for the governmental and business-type funds, the proprietary funds and the fiduciary funds. She observed that the largest part of the report is the notes to the financial statements. She pointed out the most informative note, Note 1, briefly explained Note 6 the Capital Assets, Note 8 Long Term Debt and then the new expanded Note 9 Pension Plans. She closed her comments on noting the significant variance items between the budget and actual revenues and expenses in the general fund which resulted in a net change for the year of \$147,526. Mr. Lastowski recapped the presentation by stating the Borough took in a little more and spent a little less for the year. The Mayor questioned what made up the \$700,000 reduction in Other and Long Term Liabilities from 2013 to 2014 in the net position of the governmental and business-type activities. Mrs. Gilbert explained that about \$360,000 of this is principal payments made to the long term debt and that accrued salaries were about \$100,000 less than last year due to how the payroll calendar ends and another approximate \$250,000 was the result of change in the value of the hedging derivatives. The Mayor also asked what makes up the amounts in the operating grants and contributions of over \$300,000 in years 2013 and 2014. She explained the majority of the amount comes from the Highway Aid funds and the Community Development Block Grants received in both years. Mr. Lastowski made a motion out of committee to accept the 2014 Independent Audit Report as presented by Trout, Ebersole and Groff. President Kirkham thanked Mrs. Gilbert for working with the borough staff and also thanked Mr. Arnold and Mrs. Ebersole for another excellent job. With no further discussions the motion passed by a unanimous voice vote.

Mr. Lastowski made a motion based on the results of the year-end general operating fund to transfer \$150,000 from the general operating fund to the general capital fund. Mr. Stager seconded the motion. With no discussions the motion passed by a unanimous voice vote.

Mr. Lastowski made a motion out of committee to approve the Resolution and the Certificate of Approval for the Student Lodging Phase Three Dormitory project financed via the East Hempfield Township Industrial Development Authority. With no discussions the motion passed by a unanimous voice vote.

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MAYOR'S REPORT

Mayor Moriarty introduced Mr. William Torres, welcomed his family, and proceeded to perform the oath of office for the Penn Manor High School Student Advisor. He noted that this is the first time we will have two representatives from the high school alternating their report. Mayor Moriarty commented on the achievement of the Police Officers receiving their training for the Project Life Saver program. In regards to the monthly Police Report he stated Calls for Service were at 234, another new high for February. He commented on the miles patrolled as being low at 3067 due to weather. He continued by noting the high criminal arrests at 46, the clearance rate for Part 1 offenses at 10% and the clearance rate for Part 2 at 82.3%. Chief Rochat reported that they have gone 'live' with the new County radio system. The vehicle and the mobile units are up and running but the base units for the building may be another six months to a year.

Mr. Kirk from 436 Herr Avenue asked if the Borough has been approached to join a police regionalization. Mr. Stager mentioned the District Attorney gave a well-received presentation to the LIMC but that nothing has officially been started for a County regionalization.

MILLERSVILLE UNIVERSITY REPORT

Mr. DiGuseppe reported that the Honors and Awards Convocation will be held at SMC on April 25th starting at 10:30 a.m. with an anticipated guest attendance of 1000. He also mentioned May's Undergraduate Commencement will be held on Saturday, May 9th starting at 10 a.m. at Biemesderfer Stadium. If they have inclement weather there will be two ceremonies, the one on Friday evening starting at 6:30 p.m. will include the College of Graduate and Professional Studies Commencement in Pucillo Gym. He also reported that the University's request for its second doctoral degree was approved by the PA Board of Governors. The degree of Doctor of Social Work will be jointly offered by Kutztown University of Pennsylvania and Millersville. He announced President Dr. John Anderson has been named to the American Association of State Colleges and Universities faculty for the New Presidents Academy and that Dr. George P. Drake has been appointed the next dean for the School of Education. Other administrative changes have recently been announced by President Anderson, with the consolidation of the Student Affairs Division now being reorganized into the Enrollment Management Division. He further announced that the Lancaster Inter-Municipal Committee (LIMC) and Millersville University have recently won the Governor's Award for local government cooperation.

President Kirkham announced that Mr. DiGuseppe is back as Co-Chair to the Millersville Community Parade.

PENN MANOR HIGH SCHOOL REPORT

Ms. Olivia Hertzler reported on current events. The Penn Manor School District will be in session on Thursday, April 2nd and Monday, April 6th as a result of the two recent snow days. She announced that Prom will be held May 15th and Commencement will be June 2nd. She also noted the last day of school for underclassmen will be June 5th.

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Mr. William Torres reported that 23 students earned TSA awards at the Lancaster-Lebanon Technology Student Association Regional competition and will represent Penn Manor at the State level in April. He also reported that thanks to the generosity of Penn Manor families and area businesses the field hockey players and Coaches received a ring commemorating the 2014 season, which culminated with a state championship. He recognized two Penn Manor High School students who have been selected to perform in the All-State Wind Ensemble this month in Hershey. Caleb Breidenbaugh, percussion and Emily Thyrum, flute, both made their way through District and Region festivals to earn a spot on the stage. He also recognized the appointment of Dr. Jerry Egan as Penn Manor Assistant Superintendent for elementary education. Dr. Egan will replace Vickie Hallock when she retires June 30th after 25 years with Penn Manor.

WASTE WATER COMMITTEE REPORT

Mr. Ostrowski made a motion to accept the lowest qualified bid for the Waste Water Treatment Plant Improvements Grinder Equipment Replacement project to M2 Construction LLC in the amount of \$99,528.00 contingent on the review and acceptance of the performance bond by the Borough's Solicitor. Mr. Lastowski seconded the motion. It was noted that the budget amount was set at \$130,000 and that there were twelve bidders that ranged from the \$99,528 to \$203,884. With no further discussions the motion passed by a unanimous voice vote.

Mr. Ostrowski mentioned the Committees discussions held on the need for a trench drain at the plant to divert runoff and control erosion, the need to replace two aged SBR blowers and the inflow/infiltration study and televising of the sanitary sewer lines, all of which had no action taken at this time. Follow-ups including recommendations will be forthcoming.

PLANNING AND BETTERMENT COMMITTEE REPORT

Mrs. Deal made a motion out of committee to accept the revised proposal from RGS Associates for the Zoning Strategy and Ordinance Draft for the Manor/Leaman Mixed Use District, including the Official Map. It was noted that the amount of the revised fee is \$21,100 and that the Borough's budget was set at \$25,000. Mrs. Deal mentioned that there were two proposals presented for the Local Economic Development area near Manor and Leaman Avenue. She stated the recommendation from the Borough's Planning Commission was to proceed with either company. In addition it was noted that the RGS revised proposal listed optional services such as a webpage development that would have an additional fee in the range of \$2000 to \$4000. Mr. Weidinger, Planning Commission Chair confirmed the Planning Commission would be happy with either one of the companies. He commented that AECOM is familiar with the Borough having recently developed the update to the Borough's Comprehensive Plan and that RGS has a good understanding of the Borough due to having done extensive work with the County. Mr. Saylor, Planning Commission Vice-Chair commented in working with RGS, they may provide some fresh ideas and will provide training to officials, public and the local business as needed. With no further discussions the motion passed by a unanimous roll call vote.

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STREET COMMITTEE REPORT

Mr. Aichele made a motion to award the bid to the lowest qualified bidder, Doug Lamb Construction Inc. in the amount of \$54,202 for the Curb and Sidewalk Improvements project. Mrs. Miller seconded the motion. It was noted that Doug Lamb Construction has done multiple projects for the Borough and have been satisfied with their work in the past. It was further noted that the budget for this project was set at \$80,000. With no further discussions the motion passed by a unanimous voice vote.

Mr. Aichele made a motion to award the bid to the lowest qualified bidder, Highway Materials, Inc. in the amount of \$187,748.99 for the Resurfacing of Streets project. Mrs. Miller seconded the motion. It was noted that the bid is slightly over the budgeted amount of \$180,000. With no discussions the motion passed by a unanimous voice vote.

SAFETY COMMITTEE REPORT

Mrs. Miller mentioned the Safety Committee did meet but have no actionable items.

PERSONNEL COMMITTEE REPORT

Mr. Stager made a motion out of committee to accept the retirement notification from Mr. John S. Barnett as the Borough's Waste Water Treatment Plant Lead Operator with appreciation of his long years of service. It was mentioned that Mr. Barnett has been with the Borough for over 41 years. His last day of employment will be May 8, 2015. With no discussions the motion passed by a unanimous voice vote.

Mr. Stager made a motion out of committee to advertise for the replacement of the Waste Water Treatment Plant Lead Operator position vacancy. With no discussions the motion passed by a unanimous voice vote.

Mr. Stager congratulated Mr. Tuscan, Code Enforcement Officer on the completion of all the required certificates from his initial hiring in November, 2012. This accomplishment allows him to do certain inspections that have been performed by an outside service.

PRESIDENT'S REPORT

President Kirkham mentioned that he and Mr. Lastowski will be recognized by receiving the Cecil K. Leberknight Award at the upcoming PSAB meeting for their ten years of service.

BOROUGH MANAGER REPORT

Mr. Arnold reminded everyone that weather permitting the West Frederick Street Improvement Project Phase 3 will beginning April 6th and that the detour will be the same as it was for Phase 2. The improvement project is estimated to take at least four months to complete.

The status on the North/South Duke Street Corridor is on hold for an onsite meeting with PennDOT and the Borough's Engineer. It was noted that the sketch plan presented to PennDOT in 2013 has not changed.

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EXECUTIVE SESSION

None

ADJOURNMENT

There being no further business to discuss, the meeting adjourned at 8:25 p.m.

Respectfully submitted,



Edward J. Arnold
Borough Manager

EJA/jle