

December 13, 2016

MILLERSVILLE BOROUGH COUNCIL MEETING MINUTES

The MILLERSVILLE BOROUGH COUNCIL MEETING was held on Tuesday, December 13, 2016 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 was observed.

COUNCIL MEMBERS

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

Richard M. Moriarty, Mayor  
Marilyn W. Sachs  
Scott A. Bailey  
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  
Steven A. DiGuseppe, Millersville University  
Ryan C. Nicklas, Penn Manor High School Student Advisor  
Elaine J. Jones, LNP  
James A. Kirk Jr., 436 Herr Avenue, Millersville  
Linda Bellile, 437 Penn View Drive, Millersville

CITIZEN'S REQUESTS OR CONCERNS

Ms. Linda Bellile of 437 Penn View Drive requested a follow-up to her concern that was brought to Council's attention last month in regards to the Fire Commissioner's attitude with her on Election Day. President Kirkham mentioned he would respond later in the meeting.

MINUTES

None

REPORTS OF COMMITTEES OR BOARDS

Mr. Lastowski reported on the Blue Rock Fire District meeting held on December 1<sup>st</sup>. He mentioned that they are at 80% of their budget and intend to use any surplus at the end of the year to pay down existing debt. He announced their next meeting will be held at the Millersville Station on the second Thursday of January, not on January 5<sup>th</sup> due to conflicts with some of the board members.

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PRESIDENT'S REPORT

President Kirkham reported that he did meet with Fire Commissioner, Duane Hagelgans to review the concerns of Ms. Bellile. President Kirkham started by first saying there are always two sides to every story but the biggest concern Mr. Hagelgans stressed is safety. Mr. Hagelgans believes the Fire Station is too small to hold elections especially during a Presidential electoral year. In regards to the events being held that day, the truck driver performs his service for the fire company free of charge and it just happened that he came to perform such service on that day. As for the dinner, all guests were notified to park and enter from the rear of the building. Mr. Hagelgans did apologize if he upset anyone and believes he did not get too out of control. President Kirkham stated that he appreciates citizens sharing their concerns and commented that they will continue to look into alternative polling locations for future voting. Mrs. Miller volunteered to help.

MAYOR'S REPORT

Mayor Moriarty asked the Penn Manor Student Advisor if he would check with the administration department on a solicitation for a proclamation for National School Choice Week.

Mayor Moriarty reported on the monthly Police Report. The Calls for Service for November were at 208, an average-to-low month. His records show the highest month was back in 2003 with 281 calls and last year they had 258 calls for service. He reported that criminal arrests were high at 44 and that the clearance rates for Part 1 offenses were at 80% and the clearance rate for Part 2 offenses were at 111.7%; explaining that the rate goes over 100% when there are cases cleared from previous month(s).

Chief Rochat reported that there was a statutory change missed in the revision to the Civil Service Commission Rules and Regulations. The change should reflect the Commission shall meet and organize on the first Monday of January of each even numbered year, as opposed to the previously stated month of February. Mr. Bailey offered to make a motion in his Safety Committee Report to authorize correction.

MILLERSVILLE UNIVERSITY REPORT

Mr. DiGuiseppe re-announced the dates for December Commencement, Winter Session, Spring Session and the dates the University will be closed over Christmas and New Years' Holidays. Mr. DiGuiseppe also announced the Council of Trustees voted to add historical names to the new Village Residence Halls. In the South Villages complex Building A was renamed Hobbs, Building B was renamed Lenhardt, Building C was renamed Harbold and Building D was renamed Burrowes and the Great Room there-in will be called the Gaige Great Room. In the East Village complex Building A was renamed Diehm, Building B was renamed Hull and the Building C Pods and Courtyard East have yet to be named. In the West Village complex Building A was renamed Gilbert and Building B was renamed Landes. The Building C Pods and Courtyard West have yet to name. Millersville University, along with Franklin and Marshall College were recently informed that they will receive state grants to fight campus sexual assault through Governor Tom Wolf's "It's On Us PA" program. There were 36 schools statewide that received almost \$1 million. Millersville received approximately \$30,000. He also mentioned Millersville University has been named to the President's Honor Roll every year since its inception in 2006

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and to the Distinction level for six consecutive years. This honor roll recognizes Colleges and Universities that support community service programs and develops effective practices through campus community partnerships. A focus on community, service-learning and civic engagement makes it the highest federal recognition institutions of higher education can achieve for their commitment to those ideas.

Mr. DiGuiseppe thanked everyone involved for the wonderful evening's events during the Millersville Business Association's Christmas in the Park with the Community Tree Lighting ceremony. The small dedication ceremony for the tree was received well by the donor.

**PENN MANOR HIGH SCHOOL REPORT**

Mr. Nicklas re-announced their Holiday break will start with a half day on December 23<sup>rd</sup> and classes will resume on January 3<sup>rd</sup>, 2017. He mentioned that they have setup their annual Giving Tree in the Library. The gifts provided at the tree are for families in need, noting the gifts are not just for those in Penn Manor but in the community as well. He also mentioned the casting for the Spring musical has finalized and Penn Manor Productions will present "Disney's The Little Mermaid" in March.

**FINANCE COMMITTEE REPORT**

Mr. Lastowski made a motion, seconded by Mr. Ostrowski to approve the resolution amending the Borough's Fees. The majority of the fee changes were to the Commercial and Industrial Inspection Fee schedule due to retaining the services of Commonwealth Code Inspection Service Inc. With no discussions the motion passed by a unanimous voice vote.

RESOLUTION BOOK  
RESOLUTION NO. 2016-26

**WASTE WATER COMMITTEE REPORT**

Mrs. Miller made a motion, second by Mr. Aichele to approve the resolution authorizing the trade-in of the 2005 Ford F250 truck in the acquisition of a new 2017 Ford F250 Super Duty truck for the Sewer Department. Mr. Arnold explained that disposal of a Borough asset, including the trade or exchange, must be done by resolution. Mr. Bailey inquired why we trade the vehicles as opposed to sealed bids or other alternatives. Mr. Arnold explained that typically it's due to the type of vehicle being traded. This is a work truck with a plow attachment. With no further discussions the motion passed by a unanimous voice vote.

RESOLUTION BOOK  
RESOLUTION NO. 2016-27

**PLANNING AND BETTERMENT COMMITTEE REPORT**

None

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**STREET COMMITTEE REPORT**

Mr. Aichele made a motion to approve the ordinance amending Chapter 350, Vehicle and Traffic, to revise regulations. Mrs. Miller seconded the motion. With no discussions the motion passed by a unanimous voice vote.

**ORDINANCE BOOK**  
**ORDINANCE NO. 2016-11**

**SAFETY COMMITTEE REPORT**

Mr. Bailey made a motion to approve the statutory change to the Civil Service Commission Rules and Regulations. Mr. Bailey reiterated the additional revision is to reflect the Commission needing to meet and organize on the first Monday of January of each even numbered year, as opposed to the month of February. With no discussions the motion passed by a unanimous voice vote.

**PERSONNEL COMMITTEE REPORT**

Mr. Ostrowski made a motion to approve the resolution to re-appointing Lucie Lehr to the Blue Rock Regional Fire Commission for the term of office expiring on December 31, 2018. Mr. Lastowski seconded the motion. With no further discussions the motion passed by a unanimous voice vote.

**RESOLUTION BOOK**  
**RESOLUTION NO. 2016-28**

Mr. Ostrowski made a motion to approve the resolution to fill the vacancy by re-appointing Harold "Skip" Rhodes Jr. as a member on the Park Commission with the term of office expiring on December 31, 2019. Mr. Lastowski seconded the motion. With no discussions the motion passed by a unanimous voice vote.

**RESOLUTION BOOK**  
**RESOLUTION NO. 2016-23**

Mr. Ostrowski made a motion to approve a 2.0% salary increase for the five management employees effective January 1, 2017 with the exception of the Finance Officer receiving 2.5%. Mr. Aichele seconded the motion. Mr. Ostrowski explained that the salary increase for the Managers is in the 2017 budget and that it is in line with the Non Uniform employee's 2017 salary increase. Mr. Ostrowski noted that the allowance for the additional ½% for the Finance Officer is due to exceptional performance under extraordinary circumstances this year. Mrs. Sachs inquired on the extraordinary circumstances. Mr. Arnold replied the Pension RFP and the Auditing Services RFP (request for proposals) were major items. In addition there was the purchase of a new accounting package that is requiring extra time to implement, as well as another application for grant funds to be used toward the North/South Duke Street Corridor project. The ½% equivalency is approximately \$250 annually and was his recommendation to Personnel. With no further discussions the motion passed by a unanimous roll call vote.

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Mr. Ostrowski made a motion out of committee to approve a 25 cent per hour salary increase for the part-time employees in the Street/Park Department and for those Crossing Guards that have not yet reached the \$12 per hour maximum salary. Mr. Ostrowski noted half of the Crossing Guard's increase is reimbursed by the Penn Manor School District. With no discussions the motion passed by a unanimous voice vote.

Mr. Ostrowski, seconded by Mr. Lastowski, made a motion to adopt the resolution to appoint the Manor Township Manager as the Borough's delegate and Millersville Borough Manager as the alternate delegate to the Lancaster County Tax Collection Bureau Executive Committee. Mr. Arnold explained this appointment represents the five municipalities in the Penn Manor School District. With no discussions the motion passed by a unanimous voice vote.

**RESOLUTION BOOK**  
**RESOLUTION NO. 2016-29**

Mr. Ostrowski made a motion to approve the labor contract with the Millersville Police Association including the contingencies of issues emailed from Sgt. Schaeffer this morning. Mr. Aichele seconded the motion. Mr. Ostrowski thanked everyone involved in getting us to this point. Mr. Bailey asked if we know how much it will cost. Mr. Ostrowski replied approximately \$480,000 over the 4 year life of the contract. Mayor Moriarty asked how it compared to what was budgeted for 2017 salaries. Mr. Arnold replied the budget has 2% for 2017 salaries and that the new contract calls for 2.5% in 2017. He further mentioned 2018 salary increases will be 2.5%, 2019 will be 2% and 2020 will be 2%. Mr. Arnold stated that the ½% difference in the 2017 budget can be made up with administrative savings and that he is planning to bring a budget adjustment to the Finance Committee for their consideration at their next meeting. With no further discussions the motion passed by a unanimous roll call vote.

Sgt. Schaeffer on behalf of Police Union thanked everyone for their time and effort to come to what he believes is a fair contract.

Mr. Ostrowski, seconded by Mr. Aichele made a motion to appoint Alexandra Jean-Paul as the Millersville University Student Advisor. Alexandra is a Junior, has an outstanding resume, and is very energetic. With no further discussions the motion passed by a unanimous voice vote.

**PRESIDENT'S REPORT - Continued**

President Kirkham mentioned that he enjoyed attending the Historic Commission meeting held on Saturday where they discussed the historic homes on Manor Avenue. President Kirkham wished everyone and their families a wonderful holiday and stated, "May 2017 be a happy and healthy year".

**BOROUGH MANAGER REPORT**

Mr. Arnold mentioned he was prompted to re-apply for the PennDOT Multimodal Transportation grant. Mr. Arnold asked Council to consider another resolution to support the application in the approximate amount of \$673,000 to be used for the North/South Duke Street Corridor Connection project. Mr. Aichele made such a motion, seconded by Mr. Ostrowski.

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Mr. Arnold mentioned we have secured a \$200,000 grant for the automated red light (ARLE grant) and \$497,000 from the County Smart Growth Transportation and a CDBG for approximately \$154,000. With no discussions the motion passed by a unanimous voice vote.

RESOLUTION BOOK  
RESOLUTION NO. 2016-30

Mr. Arnold asked Council to review the proposed 2017 Borough Meeting Notice, along with the Council Committees' meeting dates before the end of the week as we would look to advertise the notice on January 1<sup>st</sup> or 2<sup>nd</sup>.

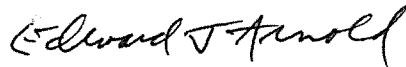
EXECUTIVE SESSION

None

ADJOURNMENT

There being no further business to discuss, Mrs. Sachs made a motion to adjourn the meeting at 8:02 p.m., seconded by Mr. Lastowski.

Respectfully submitted,



Edward J. Arnold  
Borough Secretary

EJA/jle