

**March 28, 2017**  
**MILLERSVILLE BOROUGH COUNCIL MEETING MINUTES**

The MILLERSVILLE BOROUGH COUNCIL MEETING was held on Tuesday, March 28, 2017 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  
Alexandra Jean-Paul, Millersville University Student Advisor (absent)  
Ryan C. Nicklas, Penn Manor High School Student Advisor  
Elaine J. Jones, LNP  
Tracey L. Rash, Maher Duessel, CPA, 3003 N Front Street, Harrisburg  
Sam Bigler, 17 Wabank Road, Millersville  
Linda Bellile, 437 Penn View Drive, Millersville

**CITIZEN'S REQUESTS OR CONCERNS**

None

**MINUTES**

None

**FINANCE COMMITTEE REPORT**

Mr. Lastowski introduced Ms. Tracey L. Rash of Maher Duessel, CPA to give a report on the independent audit findings on the Borough's financial statements for the year ending December 31, 2016. Ms. Rash started by stating that the only part of the financial statements that are hers is the Independent Auditor's Report. She continued to explain that it is the Auditor's responsibility to express an opinion on the Borough's financial statements and that typically you would see an 'unmodified' opinion which would mean your financial statements are found to be materially correct. This year though, some parts of the financial statements have received a 'qualified' opinion. She explained that the reason for this qualified opinion is due to the Borough

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moving the pension funds into a multiple employer plan (PSAB-MRT). Ms. Rash explained that as an auditor she is required to obtain certain documentation from the entity administering the plan's assets which proves the allocations are distributed correctly to each of the multiple employer plans. She stated she was unable to obtain such documents to satisfy GASB (Governmental Accounting Standards Board) regulations. PSAB-MRT stated that it is cost prohibited to have the GASB related documents produced due to only us and one other municipality operating on an accrual basis. She went on to mention that another municipality did hire an auditor to perform the work necessary for them to satisfy their opinion at a substantial cost. It was further noted that PSAB-MRT does internally audit and report on a monthly basis the allocations to us and to the other employer plans. Ms. Rash continued by asking Council to turn their attention to the borough's financial statement that represents the 2016 budget to actual figures. She commented that both the revenues and the expenditures were close to even and that no one specific item stands out. She stated the Borough did well. Ms. Rash continued explanations for the restatement of the net position and beginning fund balances. This is due to a few receivable accrual entries, the reclassification of the Borough's Park Fund from a fiduciary fund to a special revenue fund and that the Borough's 457 deferred compensation plan should not be included in the Borough's financial statements. Mr. Lastowski summed-up the year by stating that the Borough took in a little more than anticipated and spent a little less than estimated, so the bottom line is we are doing ok. Mr. Bailey asked if it was her suggestion to move from an accrual basis to a cash basis accounting system. She stated the fact of moving to a cash basis would save time and expenses for the Borough. She also noted that 82% of her clients are on a cash basis and that she handles approximately 99% governments. Mr. Arnold commented that even though we may choose to go cash basis, our notes to the financial statements should continue to reflect significant items, such as the history of the pension plans and the Borough's liabilities. Ms. Rash stated that Ed Arnold and Jessie Ebersole were fantastic through this whole process. She stated it is a lot of work the first year auditing a firm and they requested a lot of documents, some of which may have gone back twenty years. The staff was super responsive and very helpful.

Mr. Lastowski made a motion out of committee to approve the 2016 Independent Audit Report as presented by Maher Duessel, CPA. With no further discussions the motion passed by a unanimous voice vote.

Mr. Lastowski made a motion out of committee to approve changing the Borough's method of accounting from the current modified accrual basis to a cash basis accounting method. Mr. Bailey asked for a procedural process to assure expenditures will occur in the current year. Mr. Arnold replied he will have discussions with department Managers to insure expenditures are purchased and paid in the current budgeted year. With no discussions the motion passed by a unanimous voice vote.

Mr. Lastowski made a motion out of committee to approve the transfer of \$37,000 from the General Operating Fund to the General Capital Reserve Fund. With no discussions the motion passed by a unanimous voice vote.

Mr. Lastowski made a motion out of committee to accept the November, 2016 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 accept the December, 2016 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 accept the January, 2017 Financial Reports as presented to the committee by Borough Manager, Edward J. Arnold. It was noted that

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these reports are from the new account software system. With no discussions the motion passed by a unanimous voice vote.

Mr. Lastowski made a motion out of committee to approve the budget adjustment and the purchase of a new riding lawn mower in the amount of \$5,349 from the General Capital Reserve Fund. With no discussions the motion passed by a unanimous voice vote.

Mr. Lastowski made a motion out of committee to approve a property tax waiver for the Borough owned property at 187 West Frederick Street. The Borough purchased this property for the North/South Duke Street Corridor project. With no discussions the motion passed by a unanimous voice vote.

Mr. Lastowski made a motion out of committee to approve appointing the Borough Manager as the Chief Administrator for both the Police and Non-Uniform Pension Plans. With no discussions the motion passed by a unanimous voice vote.

Mr. Lastowski made a motion out of committee to approve the advertisement of the Ordinance amending the Police Pension Plan to agree with Police negotiated contracted benefits. With no discussions the motion passed by a unanimous voice vote.

**REPORTS OF COMMITTEES OR BOARDS**

Mr. Lastowski reported on the Blue Rock Fire District meeting held on March 2<sup>nd</sup>. He mentioned there are several large maintenance projects scheduled for 2017 including installation of security cameras, exterior painting and some parking lot repairs.

**MAYOR'S REPORT**

Mayor Moriarty asked Council to ratify his action to declare the disaster emergency for the significant snow storm on March 13, 2017. Mr. Bailey made such a motion, seconded by Mrs. Sachs. With no discussions the motion passed by a unanimous voice vote.

Mayor Moriarty read a proclamation recognizing the month of April, 2017 as "Pennsylvania 811 Safe Digging Month" and encourages all excavators and homeowners to dial 8-1-1 at least three business days in advance of an excavating project.

Mayor Moriarty reported Officer Alan S. Anderson Jr. successfully completed 120 hours of basic S.W.A.T. training with the Lancaster County S.E.R.T team. It was a three week course and an accomplishment to receive the S.W.A.T. certification. The Borough Police Department had a previous Officer on the County S.E.R.T. team but he has given up that role.

Mayor Moriarty reported from the Pennsylvania Mayor's Quarterly "it's just a matter of time" that legislation may finally permit all municipal police to utilize radar for speed enforcement through the passing of Senate Bill 251 and House Bill 43.

**MILLERSVILLE UNIVERSITY REPORT**

Mr. DiGuseppe reported on some larger upcoming events on campus. A Job and Internship Fair will be held on March 30<sup>th</sup> in the Student Memorial Center as well as a Carter Woodson Lecture, starting at 7:30 p.m. in the Winter Center featuring Dr. Marc Lamont Hill, BET news and VH1 Live anchor, as well as political contributor for CNN. Then a Glenna Hazeltine Women in Mathematics, Science and Technology Conference Lecture will be held on

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April 4<sup>th</sup> in the Student Memorial Center and a Holocaust Memorial Night on April 19<sup>th</sup> in the Winter Center. These presentations are free. He reported that MU will hold a one-night festival, "I Love Rock and Roll, which will feature more than thirty rock and roll hall of fame songs performed by five rock bands, highlighted by Joan Jett and the Blackhearts on April 29<sup>th</sup> in the Marauder Courts, Student Memorial Center, starting at 6 p.m. There is a general admission fee of \$30. Mr. DiGuissepe announced President Anderson will be retiring effective March 1, 2018 and a national search committee will be formed for his replacement.

PENN MANOR HIGH SCHOOL REPORT

Mr. Nicklas reported the Bowling team has won back-to-back state titles for the first time in Penn Manor history. On a personal note, Mr. Nicklas is running for a leadership position on the National Honors Society (NHS). The current NHS President from McCaskey is considering a larger combined event for Lancaster County and they would welcome Council suggestions for such a combined event.

WASTE WATER COMMITTEE REPORT

None

Mrs. Miller as a side note mentioned there may be an alternate site for Millersville Borough's District 4 voting location currently held at 26 East Charlotte Street, Blue Rock Fire Rescue Station house. She mentions it is too late for the Spring primary but may be available for the Fall election. President Kirkham appreciated her looking into this issue and thanked her for her efforts.

PLANNING AND BETTERMENT COMMITTEE REPORT

None

STREET COMMITTEE REPORT

Mr. Aichele made a motion to approve the use of public streets for Millersville University's Rainbow Walk/Run to be held on May 5<sup>th</sup> starting at 4:30 p.m. Mr. Bailey seconded the motion. With no discussions the motion passed by a unanimous voice vote.

Mr. Aichele made a motion to approve the use of public streets for the 21<sup>st</sup> annual Millersville Community Parade to be held rain or shine on Saturday, October 14, 2017 starting at 9 a.m. Mr. Ostrowski seconded the motion. With no discussions the motion passed by a unanimous voice vote.

Mr. Aichele made a motion to award the bid for the Borough's Curb and Sidewalk Improvements project to Affordable Paving Excavating LLC in the amount of \$70,273.75 contingent on the Engineer and Solicitor review of the documents. Mrs. Miller seconded the motion. The other two bids received were from Doug Lamb Construction in the amount of \$99,100 and Winall Inc d.b.a MidState in the amount of \$152,517.65. With no discussions the motion passed by a unanimous voice vote.

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Mr. Aichele made a motion to advertise for sealed bids for the Borough's Asphalt Street Resurfacing project. Mrs. Sachs seconded the motion. Mr. Aichele mentioned the streets include Valley Road from end to end, Creek Drive from Pucillo Drive to Centennial Drive, and Murry Crossway from Crossland Pass to the Borough line. With no discussions the motion passed by a unanimous voice vote.

Mr. Aichele mention the Borough's Spring street cleaning will be starting April 10<sup>th</sup>.

**SAFETY COMMITTEE REPORT**

None

**PERSONNEL COMMITTEE REPORT**

Mr. Ostrowski made a motion out of committee to approve the resolution to fill the vacancy on the Civil Service Commission by appointing Melissa Ostrowski (his wife) as an alternate member with a term of office expiring on December 31, 2019. With no further discussions the motion passed by a majority voice vote, with Mr. Ostrowski abstaining due to their relationship.

**RESOLUTION BOOK**  
**RESOLUTION NO. 2017-05**

Mr. Ostrowski made a motion out of committee to approve the Civil Service Commission to begin the closed search process for a Lieutenant. It was mentioned that the cost to the Borough for this position, promoting from within the Police Department, would be an additional \$2400 salary for the first year. Mr. Ostrowski mentioned this was a budgeted item. Mr. Bailey asked if this position would stay in the Police Union and that it is not a Management position. Chief Rochat confirmed the position is a unionize position. With no further discussions the motion passed by a unanimous voice vote.

Mr. Ostrowski commented on the forum on heroin opioid abuse held at the Penn Manor High School. He found the speakers very powerful and engaging. The event included a panel discussion on health care and counseling professionals and recovering addicts. Mayor Moriarty mentioned the Lancaster County Anti-Heroin Task Force is looking to education and prevent heroin opioid addiction.

**PRESIDENT'S REPORT**

President Kirkham stated more than likely the Council meeting scheduled for the second Tuesday in June (June 13<sup>th</sup>) will be held and not the fourth Tuesday (June 27<sup>th</sup>) due to vacations.

**BOROUGH MANAGER REPORT**

Mr. Arnold mentioned that West Frederick Street Phase 4 Infrastructure Improvement project started yesterday and that the Street Department Superintendent is in the process of adding signage for local traffic.

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Mr. Arnold mentioned a couple years ago the County started a project that will link all the traffic signals on Manor Avenue and George Street. The traffic link communication system will place equipment in our Police Department to monitor the traffic flow. In the interim the company doing the installation had an issue at the traffic light at Manor Avenue and Leaman Avenue.

Mr. Arnold reminded Council that the PSAB Annual Conference to be held in Hershey again this year, deadline for registration is April 7, 2017.

**EXECUTIVE SESSION**

None

**ADJOURNMENT**

There being no further business to discuss, Mr. Ostrowski made a motion to adjourn the meeting at 8:27 p.m., seconded by Mr. Aichele.

Respectfully submitted,



Edward J. Arnold  
Borough Secretary

EJA/jle