

November 28, 2017
MILLERSVILLE BOROUGH COUNCIL MEETING MINUTES

The MILLERSVILLE BOROUGH COUNCIL MEETING was held on Tuesday, November 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
Linda J. Deal
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
Elaine Jones, LNP
Sam Bigler, 17 Wabank Road, Millersville
Dianne Bates, 827 Tanglegate Place, Millersville
Linda Bellile, 437 Pennview Drive, Millersville
Lauren Schaefer, 429 Spring Drive, Millersville
James A. Kirk, 436 Herr Avenue, Millersville

CITIZEN'S REQUESTS OR CONCERNS

None

MINUTES

A motion to approve the minutes for the September 26, 2017 Council Meeting was made by Mr. Aichele and seconded by Mr. Ostrowski. With no discussions the motion passed by a unanimous voice vote.

A motion to approve the minutes for the October 24, 2017 Council Meeting was made by Mr. Aichele and seconded by Mrs. Deal. With no discussions the motion passed by a unanimous voice vote. Mr. Lastowski abstained due to his absence.

REPORTS OF COMMITTEES OR BOARDS

Mr. Lastowski reported on the Blue Rock Regional Fire Commission meeting held on Thursday, November 2nd at the Millersville Fire Station. Specifications have been drawn up on a new combination pumper/tanker.

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MAYOR'S REPORT

Mayor Moriarty distributed two new police reports showing trend statistics over the last fifteen years and Calls for Service over the past year.

The Mayor mentioned that he and Mr. DiGuiseppe are working on marketing ideas for the 2018 community parade and read some of their statistics from the 2017 parade, which as he mentioned, "was rather large and rather successful".

The Mayor reported on his ride-along with LEMSA and stated that the first five calls that they responded to would not be receiving any reimbursement funds, as the patients were treated but not transported. He noted it is a complicated issue that has been talked about before and that our contribution will not solve the problems of LEMSA. He further mentioned a house bill (PA HB1013) that has been re-introduced for an amendment to legislation which will require emergency medical services agencies to be reimbursed for services provided even if transport to a hospital does not take place.

MILLERSVILLE UNIVERSITY REPORT

Mr. DiGuiseppe reported on the calendar events through the holidays. The Glorious Sounds of the Season, a holiday concert benefiting Millersville University's music scholarships is this weekend, Saturday, December 2nd at 4:00 p.m. and 7:30 p.m. and on Sunday, December 3rd at 2:30 p.m. He mentioned again that the Fall Baccalaureate Commencement will be held on Sunday, December 17th at 2 p.m. in Pucillo Gym and that the University will be closed from December 25th through January 1st. Mr. DiGuiseppe gave an update on the Presidential search noting that President Anderson will be retiring on March 1, 2018 and that the search is ending on December 1st. He noted over 25 applicants have been received as of a couple of days ago. The Search Committee will meet in early December and recommend which applicants will move onto the first round of off-campus interviews at the Philadelphia airport in early January. Then the pool will be narrowed down for in-depth interviews to be held on-campus. He also reported that the Anttonen Athletic Lobby was renamed in honor of Dr. and Mrs. Ralph (Doc) and Judith Anttonen. The dedication served to recognize the generous support and years of volunteering, advocating, mentoring, teaching, announcing and scorekeeping. The Anttonens have given many significant gifts over their lifetime as well as a recent multi-year commitment to Millersville Athletics. In addition to the lobby renovations, a new All-America wall was installed and the official location of the Millersville University Athletics Hall of Fame was moved to the lobby. Mr. DiGuiseppe went on to report that three Millersville University Police Department officers completed a 40-hour certification program that qualified them for the Lancaster County Crisis Intervention Team (CIT). He noted over half of their campus Officers are trained members of CIT.

In the absence of Alexandra Jean-Paul, Mr. DiGuiseppe reported that their open houses brought 4,000 visitors in total to campus from Pennsylvania, New Jersey, New York, Maryland, Delaware, Virginia, Ohio, Connecticut and Massachusetts. He also mentioned two important events next semester, a March 24th Open House and an April 7th Accepted Student Day.

Mr. DiGuiseppe announced the Millersville Business Association annual Community Tree Lighting ceremony will be held in Freedom Memorial Park on Friday, December 1st starting at 7 p.m. Santa, secret stockings, along with hot chocolate and cookies are expected.

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PENN MANOR HIGH SCHOOL REPORT

In the absence of Mr. Nicklaus, Mr. James Kirk (a proud Grandpa) announced the Penn Manor Field Hockey team won the 2017 PIAA Class 3A Field Hockey State Championship game. He noted the wonderful escort provided by the Fire Company through the Borough of Millersville on their return home.

FINANCE COMMITTEE REPORT

Mr. Lastowski made a motion, seconded by Mrs. Deal to approve the 2018 budgets. Mr. Arnold presented a summary report on the 2018 budgets. He stated that the budgets were presented with the County's new assessment values. Millersville Borough came in with approximately a 32% increase in assessments. He went on to explain that if a borough resident's new property assessment came in around \$166,000 then their tax basis would have no increase and recognized that there will be some assessments higher and some assessments lower than the average. Setting the Borough's real estate revenue at the same amount as last year allowed us to lower the millage rate from 6.4 to 4.9 mills. He mentioned the Borough's demographics haven't changed relative to the 39% tax exempt assessments and the fact that Student Lodging Inc. is a major tax exempt contributor to the Borough through an in-lieu-of agreement. He went on to state that the 2018 balanced budget is set at \$3,693,910. Reflective on the presented revenue charts, Mr. Arnold noted that the Borough's property and transfer taxes make up approximately 51.5% of the total revenue, followed by earned income tax, local services tax and cable revenue at 21.7%. He also noted an expected increase in the building and zoning permits due to a residential restricted housing complex intended at the Immerse International site. The Penn Manor High School renovations are not anticipated to start until 2019. Mr. Arnold went on to explain the Borough's total expenditures have increased approximately 4.9%; noting labor and labor associated costs are the largest part at 78.1% of our total budget. Mr. Arnold went on to state that the Fire Services' costs are budgeted to remain the same for 2018 and that the sewer operating and solid waste budgets were presented with no increase to the rates for service. Sewer fees will remain at \$115 per quarter and Solid Waste (trash and recycling) at \$55 per quarter. Mr. Arnold mentioned a large construction project that will replace the aged bio-solids dewatering system at the Waste Water Treatment Plant will begin in 2018. He also mentioned Highway Aid funds will be used to resurface roadways on Penn View Drive, Brookview Drive, High School Avenue and Shenks Lane. With no further discussions the motion passed by a unanimous roll call vote.

The following are the individual fund budgets for 2018:

	Revenue	Expense
• General Operating Fund	\$ 3,693,910	\$ 3,693,910
• General Capital Reserve Fund	\$ 971,700	\$ 2,166,400
• Sewer Operating Fund	\$ 1,683,910	\$ 1,681,456
• Sewer Capital Reserve Fund	\$ 1,016,209	\$ 1,897,500
• Solid Waste Management Fund	\$ 446,700	\$ 435,990
• Highway Aid Fund	\$ 212,100	\$ 447,000
• Educational Service Agency Fund	\$ 29,040	\$ 28,390

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Mr. Lastowski made a motion to adopt the ordinance to levy taxes upon all taxable real property within the Borough for general purposes for the year 2018. He re-stated the millage rate will be 4.9 mills. Mr. Ostrowski seconded the motion. With no discussions the motion passed by a unanimous roll call vote.

ORDINANCE BOOK
ORDINANCE NO. 2017-03

Mr. Lastowski made a motion, seconded by Mr. Ostrowski to accept the September, 2017 Financial Reports as presented by Borough Manager, Edward J. Arnold. With no discussions the motion passed by a unanimous voice vote.

Mr. Lastowski made a motion, seconded by Mrs. Deal to accept the October, 2017 Financial Reports as presented by Borough Manager, Edward J. Arnold. With no discussions the motion passed by a unanimous voice vote.

Mr. Lastowski made a motion to donate \$200 to the Red Rose Veterans Honor Guard. Mrs. Miller seconded the motion. With no discussions the motion passed by a unanimous voice vote.

Mr. Lastowski in recognition for the many years of service to Millersville, made a motion to approve the purchase of a retirement gift in the amount of approximately \$265. Mrs. Deal seconded the motion. With no discussions the motion passed by a unanimous voice vote.

WASTE WATER COMMITTEE REPORT

Mrs. Miller made a motion to ratify entering into a right of way agreement with PP&L to move two poles, anchors and overhead facilities. Mr. Aichele seconded the motion. With no discussions the motion passed by a unanimous voice vote.

Mrs. Miller mentioned a subject from the school board meeting she attended for the School District of Lancaster regarding the installation of a new water tank that the City Water Authority says is needed before approving the construction for a new James Buchanan Elementary School. Mrs. Miller added that the new water tank will improve the resident's low water pressure at that end of the Borough.

PLANNING AND BETTERMENT COMMITTEE REPORT

Mrs. Deal made a motion out of committee to uphold the Disruptive Conduct Report (DCR) dated October 16, 2017 issued to the residents of 18 Windsor Court. With no discussions the motion passed by a unanimous voice vote.

Mrs. Deal made a motion out of committee to approve the resolution prohibiting the location of category 4 licensed gaming facilities within the Borough. Mr. Bailey asked why. Mrs. Deal replied that it was not in the best interest of the Borough to have 'mini-casinos'. Mr. Bailey asked if the committee had received any voiced concerns on this issue. Mrs. Deal replied that there were no citizens at the meeting and no comments received. Mr. DiGuissepe inquired if this would prohibit community events that hold small games of chance. Mrs. Miller stated this resolution is specific to category 4 facilities which are defined as having 300-750 slot machines. With no further discussions the motion passed by a majority voice vote, with Mr. Bailey and Mr. Ostrowski opposed.

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RESOLUTION BOOK
RESOLUTION NO. 2017-17

STREET COMMITTEE REPORT

Mr. Aichele made a motion, seconded by Mr. Bailey to approve the use of public streets for the 2nd annual Hospice 5K run/walk on Saturday, April 21, 2018. Mr. Aichele noted that the course is three loops on the road around the Biemesderfer Stadium and that MU and Penn Manor School District have approved the run. With no discussions the motion passed by a unanimous voice vote.

SAFETY COMMITTEE REPORT

Mr. Bailey mentioned a concern from Mr. Gamaldi, owner of Jack's Family Tavern & Restaurant on South Prince Street and whether the Borough should have an ordinance on public gatherings. There was a rather large party held during homecoming weekend that had resulted in safety concerns, unacceptable behavior and disrespect to his property. Mrs. Deal further mentioned that Planning and Betterment had recently looked into creating an ordinance for special events; however it was left to the discretion of the Police Chief and Zoning Officer. Chief Rochat commented that an option may be to consider citing for specific offenses, similar to our disorderly conduct ordinance, but broadened to include things like not having enough bathrooms.

PERSONNEL COMMITTEE REPORT

Mr. Ostrowski mentioned the Committee had not come up with any good candidates from the first round, have re-wrote the advertisement and re-advertised for the Borough Manager's position. There are a few potential applications that they intend to setup interviews with the hope of having someone before Council yet this year.

Mr. Aichele continued the personnel report for those items coming out of committee due to Mr. Ostrowski's absence during the meeting. Mr. Aichele made a motion out of committee to approve a 2.25% salary increase for the administration personnel for 2018. Mr. Arnold noted this includes the part-time administration staff person. With no discussions the motion passed by a unanimous voice vote.

Mr. Aichele 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 Crossing Guards for 2018. Mr. Arnold noted that the Crossing Guard's salary cap has been raised effective 1/1/2018 from \$12 to \$13 per hour. With no discussions the motion passed by a unanimous voice vote.

Mr. Aichele made a motion out of committee to allow a Police Officer to use sick time for civil jury duty that occurred earlier this year. Mr. Ostrowski asked and it was confirmed that this allowance was for this one case. With no discussions the motion passed by a unanimous voice vote.

Mr. Aichele mentioned that the committee has asked the Borough Manager to consult with our labor counsel to form a Borough policy similar to that of a family leave type policy. This is due to another Police Officer's request for time off. Mr. Aichele stated the Borough is not eligible for FLMA due to the number of employees we employ.

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Mr. Aichele made a motion out of committee to advertise the ordinance to revise the regulations governing Borough Council. Mr. Aichele mentioned the committee requested adding the word "advisory" to each of the named standing committees in the proposed restructuring. He further noted the restructuring would consolidate the standing committee's structure from six committees to three committees. Mr. Arnold explained that at the next Council meeting when Council looks to adopt this ordinance, there will also be a resolution for consideration that will reestablish the standing committees composition. Mrs. Deal voiced her concern that the proposed structure will have four of the seven council members on each standing committee. Mr. Arnold had posed this concern to our Borough Solicitor and she has no issue with the standing committees having four members. He went on to explain that standing committees are sub-committees of Council, advisory committees, and not decision making on behalf of full Council. The Mayor asked if this would allow the Mayor to be a voting part of the standing committees. Mr. Arnold replied that Borough Code does not allow the Mayor to serve on standing committees. Mr. Bailey asked why we were considering this restructuring. Mr. Arnold stated two reasons, to reduce the number of monthly meetings (6 to 3) and combine the relative factors of existing committees, such as Finance and Personnel. Mr. Kirkham noted the time utilization of having the current two meetings per evening merged into one session as being more efficient. With no discussions the motion passed by a majority voice vote, with Mr. Bailey opposed.

Mr. Aichele made a motion to fill the vacancy of the civilian representative to the Blue Rock Regional Fire District Commission that will occur on January 1, 2018 with our out-going Councilman, Mr. Philip Lastowski. Mrs. Deal seconded the motion. With no discussions the motion passed by a unanimous voice vote, with Mr. Lastowski abstained.

Mr. Aichele made a motion based on the evaluation procedures to approve an additional increase to the Finance Officer's salary for 2018 in the amount of .5%. Mr. Ostrowski seconded the motion. With no discussions the motion passed by a unanimous voice vote.

PRESIDENT'S REPORT

President Kirkham congratulated the new elected members of Council that will be coming on board in 2018 and will have more to say at the December's meeting. He also invited everyone to attend a celebration to honor Mr. Arnold for his 15 years of public service to be held on December 15th starting at 11:30 a.m. in the borough council chambers.

BOROUGH MANAGER REPORT

Mr. Arnold invited everyone to the Economic Development meeting being held at the Borough on December 14th starting at 8 o'clock.

Mr. Arnold thanked Mr. DiGuseppe along with the other members of the Millersville Business Association for putting together the holiday tree lighting community event in Freedom Memorial Park for Friday, December 1st.

EXECUTIVE SESSION

None

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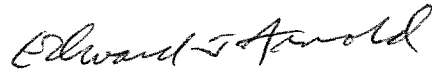
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ADJOURNMENT

Before adjournment, Mr. DiGuiseppe commented on the well-orchestrated Veteran's Day ceremony and thanked the Borough for hosting this event. He mentioned how happy he was to see the attendance, and specifically all the children.

There being no further business to discuss, Mr. Ostrowski made a motion to adjourn the meeting at 8:40 p.m., seconded by Mr. Aichele.

Respectfully submitted,



Edward J. Arnold
Borough Secretary

EJA/jle