

April 9, 2024

MILLERSVILLE BOROUGH COUNCIL MEETING MINUTES

The MILLERSVILLE BOROUGH COUNCIL MEETING was held on Tuesday, March 26, in the Millersville Borough Public Meeting Room located at 100 Municipal Drive, Millersville, Pennsylvania.

The meeting was called to order at 7:01 PM by Council President Joseph Lane, followed by a pledge to the flag as well as an observed moment of silence.

COUNCIL MEMBERS

Marianne Kerlavage
Phyllis Giberson
Mary Ann Gerber - absent
Linda Bellile - absent

David T. Aichele, Mayor
Darlene Eager
Joseph Lane
Michael Kaufhold

OTHERS PRESENT

Dorothy Imel, 1902 Blue Ridge Drive, Lancaster
Matt Hershock, 149 Kready Ave, Millersville
John Michener, West Charlotte Street, Millersville
Richard Frantz, 55 North Duke Street, Millersville
John Mann, 145 Kready Ave, Millersville
David Sykes, 344 Valley Road, Millersville
Mike Weidinger, Millersville
Sue McCullough, Millersville Borough Receptionist & Recycling Coordinator
Kyle Millers, Millersville Borough Street Superintendent
Rebecca DeSantis-Randall, Millersville Borough Manager

APPROVAL OF MINUTES

Council Member (CM) Kerlavage made a motion to approve the March 26, 2024 minutes. CM Giberson seconded the motion. The motion passed with a unanimous vote.

MAYOR PRESENTATION

Mayor Aichele presented a plaque to Office Matthew Shaffer, who is retiring from the Borough after 26 years of service.

CITIZEN REQUESTS OR CONCERNS

Matt Hershock, 149 Kready Ave, spoke about operating his short-term rental in the Borough for a number of years and has the support of his neighbors. He spoke of his support for short-term rentals in the Borough and being allowed to keep operating his.

COMMITTEE MEETING STRUCTURE

There was a short discussion about the resolution concerning changing the Council Standing Committee meeting structure to holding all committee meetings on the 2nd Tuesday of

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every month as part of the regular Council meeting. The motion to approve the resolution was made by CM Giberson and seconded by CM Eager. The motion passed unanimously.

RESOLUTION NO. 2024-14
Council Committee Meeting Structure

COUNCIL CODE OF CONDUCT

CP Lane reminded the Council of a previous discussion regarding the Council adopting a Code of Conduct. He noted that Manager DeSantis-Randall provided a few versions in the backup for the meeting that could serve as jumping off points. He noted the goals of the code would be to hold elected and appointed officials accountable to acting civilly during meetings. He encouraged Council to consider what mechanisms Council would have to practically act on the code. CP Lane offered to draft a version for the Council to consider at the next meeting. CM Giberson agreed on the need for this code. CM Kerlavage noted that she would like to see a process for how complaints can be addressed and who they are addressed to.

REPORTS OF BOARDS, COMMISSIONS, and COMMITTEES

Manager DeSantis-Randall reported on items that came out of the previous Planning Commission meeting that are ready for Council's consideration. The first item was an update to the Subdivision and Land Development Ordinance (SALDO), which was being working on by Planning Commission with the consulting support of the Urban Research and Development Corporation. Planning Commission Chair Mike Weidinger gave some additional information about the ordinance, saying that it is a mostly technical document and this update clarifies areas of inconsistencies and adds some additional development requirements. CM Kerlavage made a motion to authorize review of this ordinance by the solicitor, followed by sending to the Lancaster County Planning Commission, advertising, and holding a public hearing. This was seconded by CM Giberson, and approved unanimously.

Manager DeSantis-Randall reported on the Street and Sidewalk Ordinance update that will be coming to Council, but is still being reviewed by staff now that Planning Commission has finished their review. The SALDO and the Streets ordinance need to be passed at the same time. URDC, the Borough Engineer, the Street Superintendent, and the Manager all met recently to prepare staff comments. Planning Commission Chair Mike Weidinger gave some additional information about the ordinance, saying the update clarifies areas of inconsistencies and adds some additional development requirements.

The last item coming out of Planning Commission was the Limited Commercial Overlay Zoning Ordinance. This ordinance was prepared by URDC and reviewed and given input from the Planning Commission, based on recommendations from the Comprehensive Plan. It was reviewed once by the Borough Solicitor, and then was amended by URDC with the edits suggested by the Solicitor. Planning Commission voted to send this item to Council for review and to authorize final review of this ordinance by the solicitor, followed by sending to the Lancaster County Planning Commission, advertising, and holding a public hearing. A motion to move this ordinance forward was made by CM Giberson, seconded by CM Eager, and approved by all.

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REPORTS OF COUNCIL COMMITTEES

CP Lane brought back forward the discussion of the short-term rental ordinance that was brought out of the Public Works and Public Welfare Committee, but tabled at the last meeting. CM Kaufhold spoke on the difficulty of this ordinance and that he supports those who have short term rentals, but that Council must work through this legally. CM Giberson stated that the Council and the Planning Commission have discussed this ordinance and have worked with the Solicitor and that the time has come to take action on the issue. She stated that the draft ordinance was available online and in hard copy at the last meeting. She reminded everyone that this ordinance would not prohibit anyone from operating a short term rental, but that they would need to apply for a special exemption to demonstrate that the unit meets the PA Uniform Construction Code as adopted by the Borough. CP Lane spoke about the aim of this ordinance not to make it more challenging to keep ownership of short-term rentals local, but to regulate it following state regulations. CM Eager spoke on her feelings about the difficulty of this ordinance. CM Kerlavage agreed. CM Giberson made a motion to authorize the ordinance being sent to the Lancaster County Planning Commission, and then be advertised for a public hearing. This was seconded by CM Kerlavage and approved by a unanimous vote.

MAYOR'S REPORT

Mayor Aichele reported that he was aware of a phishing email that was using his name, and encouraged everyone to delete it if they get the suspicious email. The Mayor also spoke about the construction going to occur soon on Donnerville Road and asked that it be posted to our website since many residents and visitors use this road to get in and out of the Borough. The Chief of Police gave the monthly police report and announced that four candidates are in the background check process for the hiring of officers to fill two positions. The Mayor also noted that he'll likely be bringing another request for advertising of an officer position to keep working to fill vacancies.

MILLERSVILLE UNIVERSITY REPORT

Dr. Victor DeSantis announced that MU commencement would occur on May 4th this year, bringing many families to the Borough that weekend. April 9th was the 10th year of the Made in Millersville event, including 265 presentations by students doing research in all disciplines. MU was awarded the "Storm Ready Campus" certification from the National Weather Service. Dr. DeSantis noted that the university could help the Borough also achieve the storm ready designation. An event open to the public the coming weekend is the Regional Climate Summit at the Ware Center. April 25th is MU Disability Pride event, and is open to the public.

PENN MANOR REPORT: None

BOROUGH MANAGER'S REPORT

Manager DeSantis-Randall brought back forward a previously tables item: a vote on the approval of the "Stormn Lancaster" race. While no answers to the questions were received from the organizers, Council could still vote. CM Kaufhold voted to approve the event, which was seconded by CM Giberson. All were in favor.

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Manager DeSantis-Randall also brought forward a budget amendment request for the ADA Ramp (Curb and Sidewalk) Improvement Project ahead of paving. She explained that \$185,000 was budgeted and approved by Council, but our Borough Engineer recommended an increase to the budget due to the current proposed costs. The Borough requested a budget adjustment to \$270,000 to account for the likely higher bids. The money for this project is in the Borough's liquid fuels account, and this increase is covered by last year's allocation. Street Superintendent Kyle Miller said that there are 27 intersections being done for this project. A motion to approve this budget adjustment was made by CM Kerlavage, seconded by CM Eager, and unanimously approved.

Manager DeSantis-Randall brought forward the requested approval to hire Michael Rossi to fill the Maintenance Worker I vacancy at a starting salary of \$49,000/year. A motion to approve was made by CM Giberson, seconded by CM Eager, and unanimously approved.

Manager DeSantis-Randall also reminded Council that there is only one meeting in the month of April due to election day falling on the second meeting date of the month. She also noted that the Parks Commission is holding their regular meeting on May 6th, and especially invite the public to this meeting to share thoughts on the Parks Master Plan.

PRESIDENT'S REPORT: None

UNFINISHED BUSINESS: None

EXECUTIVE SESSION

CP Lane announced that Council would be meeting in executive session to discuss the Borough's building security system, which is a matter of Borough safety and security. CP Lane made the motion to enter into Executive Session at 8:04pm, which was seconded by CM Eager.

OUT OF EXECUTIVE SESSION: BUDGET ADJUSTMENT FOR BUILDING SECURITY

Council exited executive session at 8:25pm. Manager DeSantis-Randall reiterated the request for a budget adjustment for \$12,599.00 to upgrade the building security access system for the municipal building. A motion to approve was made by CP Lane, seconded by CM Eager, and unanimously approved.

ADJOURNMENT

CM Eager made a motion to adjourn. CM Giberson seconded the motion. The motion passed with a unanimous vote. The meeting adjourned at 8:26 PM.

Rebecca DeSantis-Randall
Borough Secretary

RADR