

December 10, 2024

**MILLERSVILLE BOROUGH COUNCIL MEETING MINUTES**

The MILLERSVILLE BOROUGH COUNCIL MEETING was held on Tuesday, December 10, 2024 in the Millersville Borough Public Meeting Room located at 100 Municipal Drive, Millersville, Pennsylvania.

The meeting was called to order at 6:00 PM by Council President (CP) Joseph Lane.

**COUNCIL MEMBERS**

Marianne Kerlavage  
Phyllis Giberson  
Mary Ann Gerber – absent  
Linda Bellile

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

**OTHERS PRESENT**

Keith Eshleman, Blue Rock Fire Rescue  
Geoff Beers, Student Lodging Inc.  
Thomas Waltz, Millersville University  
Paul Hill, Millersville University  
Phil Gale, Penn Manor School District  
Sophie Cramsey, URDC  
Steve Aslanidis, House of Pizza  
Brian Weaver,  
Dave Rhodes, 25 Wabank Road, Millersville  
Kyle Cassidy, 214 N. George Street, Millersville  
Michael Karpouzis, 62 Oak Ridge Drive, Lancaster  
Ed and Stephanie Hersh, 72 Blue Rock Road, Millersville  
Richard A. Frantz, 55 North Duke Street, Millersville  
Karen DeLong, 126 N. George Street, Millersville  
Sam Bigler, 17 Wabank Road, Millersville  
Phil Gerber, 122 Village Drive, Millersville  
Kyle Miller, Borough Streets Superintendent  
Luke Pennington, Borough Finance Officer  
Rob Moyer, Borough Code Enforcement/Zoning Officer & BCO, CCIS  
Emma Danae Droz, Borough Part-Time Administrative Coordinator  
Rebecca DeSantis-Randall, Borough Manager  
Jeff Margevich, Borough Chief of Police

**PUBLIC HEARINGS:**

There were three public hearings held at the start of the meeting.

The first public hearing related to the ordinance to amend the Millersville Borough Zoning Ordinance, Chapter 380, Zoning, to revise regulations governing parking of recreational vehicles and trailers. CP Lane opened the hearing up for comments from the public. With no comments from the public and no discussion from Council, a CP Lane made a motion to adopt the draft “Ordinance to Amend Zoning Ordinance Governing Parking of Large Recreational Equipment”

December 10, 2024

**MILLERSVILLE BOROUGH COUNCIL MEETING MINUTES**

as presented and advertised. Council Member (CM) Giberson seconded the motion. The motion passed unanimously.

**ORDINANCE NO. 2024-06**

**Ordinance to Amend Zoning Ordinance  
Governing Parking of Large Recreational Equipment**

The second public hearing related to the ordinance to amend the Millersville Borough Zoning Ordinance to create a new LCO Limited Commercial Overlay District. CP Lane opened the hearing up for comments from the public. With no comments from the public and no discussion from Council, a CP Lane made a motion to adopt the draft “Ordinance to An Ordinance to Amend the Millersville Borough Zoning Ordinance to Create a New LCO Limited Commercial Overlay District That Would Apply Generally Along Portions of The East Side of George St. North of James Street to Include Three Lots North of Normal Street, And to Include Adjacent Lots Along Both Sides of E. Frederick St.” as presented and advertised. CM Kerlavage seconded the motion. The motion passed unanimously.

**ORDINANCE NO. 2024-07**

**Ordinance to An Ordinance to Amend the Millersville Borough Zoning Ordinance to Create a New LCO Limited Commercial Overlay District That Would Apply Generally Along Portions of The East Side of George St. North of James Street to Include Three Lots North of Normal Street, And to Include Adjacent Lots Along Both Sides of E. Frederick St.**

The third public hearing related to an ordinance to levy taxes for the year 2025. CP Lane opened the hearing up for comments from the public. With no comments from the public and no discussion from Council, a CP Lane made a motion to adopt the draft “Ordinance to Levy Taxes Upon All Taxable Real Property Within the Borough for General Borough Purposes for the Year 2025” as presented and advertised. CM Bellile seconded the motion. The motion passed unanimously.

**ORDINANCE NO. 2024-08**

**Ordinance to Levy Taxes Upon All Taxable Real Property  
Within the Borough for General Borough Purposes for the Year 2025**

**PLEDGE TO THE FLAG AND MOMENT OF SILENCE**

CP Lane called for a pledge to the flag as well as an observed moment of silence.

**APPROVAL OF MINUTES**

CP Lane made a motion to approve the November 12, 2024 minutes. CM Giberson seconded the motion. The motion passed unanimously.

**CITIZEN REQUESTS OR CONCERNS:** None.

December 10, 2024

**MILLERSVILLE BOROUGH COUNCIL MEETING MINUTES**

**REPORTS OF BOARDS AND COMMISSIONS**

**PARK COMMISSION**

Counsel considered the Park Commission's recommendation regarding naming Pavilion A after John Herr. With no discussion, CP Lane made a motion to accept a resolution to name Pavilion A in Freedom Memorial Park after John Herr and be recognized with a plaque. CM Kaufhold seconded the motion. The motion passed unanimously.

**BLUE ROCK REGIONAL FIRE COMMISSION**

This report was tabled until the next meeting.

**2025 BUDGET ITEMS FOR ACTION**

CP Lane made a motion to accept the 2025 Proposed Budget as presented and advertised. CM Giberson seconded the motion. The motion passed unanimously.

CP Lane made a motion to accept a resolution to establish a new Fee Schedule for Millersville Borough effective January 1, 2025. CM Kerlavage seconded the motion. The motion passed unanimously.

**COUNCIL COMMITTEE ITEMS FOR ACTION**

**FINANCE COMMITTEE**

CM Giberson made a motion to accept the September and October Financial Report and authorize staff to satisfy the ordinary and routine obligations incurred by the Borough for this month. The motion passed unanimously. This item was out of committee.

**PERSONNEL COMMITTEE**

CM Bellile made a motion to accept the appointment of Tara Stowe Hossain to fill a vacancy on Planning Commission with a term ending October 31, 2026. The motion passed unanimously. This item was out of committee.

CM Bellile made a motion to accept the reappointment of Lynn Miller to the Zoning Hearing Board with a term ending December 31, 2029. The motion passed unanimously. This item was out of committee.

CM Bellile made a motion to accept the reappointment of Karen DeLong to the Park Commission with a term ending December 31, 2027. The motion passed unanimously. This item was out of committee.

**PUBLIC WORKS AND PUBLIC WELFARE COMMITTEE**

None.

December 10, 2024

**MILLERSVILLE BOROUGH COUNCIL MEETING MINUTES**

**FINANCE ADVISORY COMMITTEE MEETING**

CP Lane took a roll call of the members of the Finance Committee, in which three of the four members were present (CMs Lane, Giberson, and Kerlavage).

CP Lane made a motion to accept the November Financial Reports and authorize staff to satisfy the ordinary and routine obligations incurred by the Borough for this month. CM Giberson seconded the motion. The motion passed unanimously. This item moves out of committee.

Manager DeSantis-Randall presented a discussion on the Borough's updated investment and banking strategy. She reviewed the auditor's recommendation to consolidate the Borough's bank accounts into fewer banking institutions, particularly Members 1st and Uninvest. She also discussed separating the Borough's funds into independent accounts to promote clarity for staff and in the new accounting and payroll systems. She requested approval from the committee to form the appropriate accounts. The Committee asked if there had been any changes since the previous discussion, and Manager DeSantis-Randall noted the decision to close the Borough's Fulton Bank account rather than keeping it as an additional investment account. CM Giberson made a motion to create new bank accounts for each of the Borough's funds in Member's 1<sup>st</sup> and Uninvest banks and authorize staff to move the money to create the new separated accounts. CP Lane seconded the motion. The motion passed unanimously. This item moves out of committee.

With no further agenda items and no further questions, CP Lane closed out the Finance Committee meeting.

**PERSONNEL ADVISORY COMMITTEE MEETING**

The Personnel Committee tabled its agenda items due to lack of quorum.

**PUBLIC WORKS AND PUBLIC WELFARE ADVISORY COMMITTEE**

CM Giberson took a roll call of the members of the Public Works and Public Welfare (PW&PW) Committee, in which three of the four members were present (CMs Giberson, Bellile, and Kaufhold).

The PW&PW Committee opened with review of the November Codes and Zoning Report by Borough Code Enforcement/Zoning Officer Rob Moyer. There were no questions from the Committee.

The next item was discussion of a False Alarm Ordinance. Keith Eshleman, Blue Rock Fire Rescue; Geoff Beers, Student Lodging Inc. (SLI); Thomas Waltz and Paul Hill, Millersville University (MU); and Phil Gale, Penn Manor School District (PMSD) participated in the discussion. The Committee asked the representatives to help define a "false alarm" for the proposed ordinance. The school representatives discussed steps each organization had taken to reduce false alarms, including establishing new policies and procedures, putting buildings on test before completing maintenance, and hiring new fire alarm technicians. Mr. Eshleman stressed the importance of the ordinance as a deterrent for repeat offenders and third-party contractors since

December 10, 2024

**MILLERSVILLE BOROUGH COUNCIL MEETING MINUTES**

false alarms hurt both volunteers and equipment. After the discussion, the representatives agreed to continue conversation after the meeting to create a specific definition for a “false alarm.”

The final item was presentation and review of the draft Freedom Memorial Park Master Plan by Sophie Cramsey, URDC. Sophie presented the Master Plan, describing the proposed changes and improvements across three phases. The Committee asked questions about the skatepark and funding. Ms. Cramsey explained the Master Plan would be funded by grants for each phase, the first of which would be due in January 2025 and potentially awarded in January 2026.

With no further agenda items and no further questions, CM Giberson closed out the PW&PW Committee meeting.

**MAYOR’S REPORT:**

Mayor Aichele recognized Officer Patrick Rudisill for fifteen years of service to the Borough. He also recognized Manager DeSantis-Randall for one year with the Borough.

Mayor Aichele further reported that he and Manager DeSantis-Randall had a great time meeting that morning with Marticville Middle School eighth graders participating in Leadership Lancaster. He also reported a great turnout the Friday prior for Santa Claus Coming to Town at Millersville University.

Chief Margevich presented the October and November police reports in which there were 524 and 404 calls for service, respectively.

Mayor Aichele shared that one of the Borough’s new officers had resigned, and the police department is beginning a new search for additional officers. He finally recognized the passing of Mike Kirkham, a former Council member and Borough volunteer.

**MILLERSVILLE UNIVERSITY REPORT:**

None

**PENN MANOR REPORT:** None.

**BOROUGH MANAGER’S REPORT**

Manager DeSantis-Randall gave an update on the Hometown Heroes Banner project. She reported that PPL had approved the Borough’s use of twenty-three poles for the first year, and that banner and applications designs had been finalized. She finally noted that applications would open on January 31, 2025 on a first-come, first-served basis and banners would be installed on or before Memorial Day 2025.

Manager DeSantis-Randall then brought forward request for approval of the 2025 meeting schedule. CP Lane made a motion to advertise the Millersville Borough 2025 Meeting Schedule. CM Giberson seconded the motion. The motion passed unanimously.

December 10, 2024

**MILLERSVILLE BOROUGH COUNCIL MEETING MINUTES**

Manager DeSantis-Randall then brought forward a request for approval to consolidate bank accounts and open new accounts. CM Giberson made a motion to approve the closure of Borough accounts at Fulton Bank and S&T Bank and open additional accounts needs to designate one account per Borough fund at Member's 1<sup>st</sup> Bank and Univest Bank, and to keep the same signer make up as on our current accounts. CP Lane seconded the motion. The motion passed unanimously. This item was out of committee.

Manager DeSantis-Randall reminded those present that there would be no Council Meeting on December 24 for the holidays.

Manager DeSantis-Randall finally reminded those present that the new mobile carts for trash and recycling would be delivered on Monday, December 16. She further noted that a Penn Waste flyer and Borough Trash and Recycling Newsletter would be delivered to residents soon, and she covered a few additional details for the new program.

PRESIDENT'S REPORT: None

UNFINISHED BUSINESS: None

CITIZEN REQUESTS OR CONCERNS:

Richard Frantz, 55 N. Duke Street, asked for the content of the ordinances from the public meetings held at the start of the meeting. Manager DeSantis-Randall provided Mr. Frantz with copies.

Karen DeLong, Chair of the Park Commission, commented on the Freedom Memorial Park Master Plan presentation. She shared that the Commission had concerns with the skatepark which would be kept in mind moving forward with the Master Plan.

Dave Rhodes, 25 Wabank Road, asked whether the toters would still be used past 2026 and if residents should keep their old trash bins. Manager DeSantis-Randall explained that the new trash and recycling contract with Penn Waste is a five-year contract through 2029, and residents were safe to dispose of their old bins.

EXECUTIVE SESSION: None

ADJOURNMENT

CP Bellile made a motion to adjourn. CM Kerlavage seconded the motion. The motion passed unanimously. The meeting adjourned at 7:48 PM.

Rebecca DeSantis-Randall  
Borough Secretary

RADR/edd