

January 14, 2025

**MILLERSVILLE BOROUGH COUNCIL MEETING MINUTES**

The MILLERSVILLE BOROUGH COUNCIL MEETING was held on Tuesday, January 14, 2025, 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. The meeting began with a pledge to the flag as well as an observed moment of silence.

**COUNCIL MEMBERS**

Marianne Kerlavage  
Phyllis Giberson  
Mary Ann Gerber  
Linda Bellile

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

**OTHERS PRESENT**

Tony Hightower, 210 New Street, Millersville, Civil Service Commission  
Mary Lyons, 426 Spring Drive, Millersville, Civil Service Commission  
Erica Townes, Barley Snyder, representing The Loft Community Partnership LLC  
Tom Keller, 38 Hershey Lane, Lancaster, The Loft Community Partnership LLC  
Aaron Skelly, 465 Herr Avenue, Millersville, The Loft Community Partnership LLC  
Geoff Beers, Student Lodging Inc.  
Keith Eshleman, Blue Rock Fire Rescue  
Sam Bigler, 17 Wabank Road, Millersville  
Dave Rhodes, 25 Wabank Road, Millersville  
Dorothy Imel, 1902 Blue Ridge Drive, Lancaster  
Lauren Hauck, 354 Manor Avenue, Millersville  
Michael Miklos, 67 W. Charlotte Street, Millersville  
Joe Devoy, 671 Sandhill Road, Conestoga, Horse Hollow  
Dana Paparo, 671 Sandhill Road, Conestoga, Horse Hollow  
Richard Frantz, 55 North Duke Street, Millersville  
Stephanie Hersh, 72 Blue Rock Road, Millersville  
David Sykes, 344 Valley Road, Millersville  
Kyle Miller, Borough Streets Superintendent  
Les McMullen, Borough Wastewater Treatment 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

**APPROVAL OF MINUTES**

Council Member (CM) Giberson made a motion to approve the December 10, 2024, minutes. CM Kerlavage seconded the motion. The motion passed with six in approval and one abstention (CM Gerber).

**CITIZEN REQUESTS OR CONCERNS:** None.

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**CIVIL SERVICE COMMISSION REQUEST**

Anthony Hightower, Vice Chairperson of the Civil Service Commission, requested approval to initiate the police officer hiring process for two new officers. CP Lane made a motion to approve the request by the Civil Service Commission to initiate the hiring process for two new police officers to fill vacancies. CM Eager seconded the motion. The motion passed unanimously.

**APPROVAL TO ADVERTISE ORDINANCE TO CREATE NEW USE ENTITLED “COMMUNITY RESOURCE FACILITY” PETITIONED BY THE LOFT COMMUNITY PARTNERSHIP LLC**

Erica Townes, Barley Snyder, representing the Loft Community Partnership LLC, briefly summarized the edits made to the proposed ordinance to create a new use entitled “Community Resource Facility,” including clarification to definitions, additional limitations, and effective dates. CP Lane made a motion to advertise the Ordinance to Create New Use Entitled “Community Resource Facility” petitioned by the Loft Community Partnership LLC and schedule for a public hearing. CM Kerlavage seconded the motion. The motion passed unanimously.

**APPROVAL TO ADVERTISE ORDINANCE TO AMEND THE ZONING ORDINANCE TO ESTABLISH THE GREEN ENERGY OVERLAY DISTRICT AND RESOLUTION TO AMEND THE COMPREHENSIVE PLAN PETITIONED BY STUDENT LODGING INC**

Geoff Beers, Student Lodging Inc., briefly summarized the edits made to the proposed ordinance. Manager DeSantis-Randall clarified next steps for the ordinance to establish the Green Energy Overlay District and resolution to amend the Comprehensive Plan, including review by Lancaster County Planning Commission. CM Giberson made a motion to advertise the Ordinance to Amend the Zoning Ordinance to Establish the Green Energy Overlay District and Resolution to Amend the Comprehensive Plan petitioned by Student Lodging Inc. CM Bellile seconded the motion. The motion passed unanimously.

**FINANCE ADVISORY COMMITTEE MEETING**

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

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

Manager DeSantis-Randall briefly updated the Committee on the status of the previously approved investment and banking strategy, noting a smooth transition.

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

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**PERSONNEL ADVISORY COMMITTEE MEETING**

CM Eager took a roll call of the members of the Personnel Committee, in which all four members were present (CMs Eager, Bellile, Kaufhold, and Gerber).

CM Eager made a motion to accept the reappointment of Daniel Ziegler to the Vacancy Board with a term ending 12/31/25. CM Kaufhold seconded the motion. The motion passed unanimously. This item moves out of committee.

CM Gerber made a motion to accept the reappointment of Phil Lastowski to the Blue Rock Regional Fire Commission with a term ending 12/31/26. CM Bellile seconded the motion. The motion passed unanimously. This item moves out of committee.

CM Gerber made a motion to accept the reappointment of Lauren Dissinger to the Park Commission with a term ending 12/31/27. CM Kaufhold seconded the motion. The motion passed unanimously. This item moves out of committee.

CM Eager brought forward discussion of Borough adoption of the provisions of Act 49 of 2024 regarding Police Military Service “Buy Back.” Manager DeSantis-Randall explained Act 49, which permits officers to “buy” pension credit for prior years of police service within Pennsylvania. She noted that the Act may help to recruit and retain police officers. CM Gerber asked if the Borough’s solicitor for labor has reviewed the agreement, and Manager DeSantis-Randall explained that was part of the staff recommendation. CM Gerber also noted that this was a negotiations year for the police contract. After discussion, CM Bellile made a motion to request review of this agreement by the Borough’s labor counsel and to authorize the Borough Manager to request a study by the Borough’s pension administrator to determine the cost of this benefit. CM Gerber seconded the motion. The motion passed unanimously.

CM Eager finally brought forward appointment of a representative to the Appointments Committee of the Central Lancaster UCC Board of Appeals. She briefly explained the purpose of the committee. CM Eager then made a motion accept the appointment of CM Linda Bellile to the Appointments Committee of the Central Lancaster UCC Board of Appeals. CM Kaufhold seconded the motion. The motion passed with three in approval and one opposed (CM Gerber). This item moves out of committee.

With no further agenda items and no further questions, CM Eager closed out the Personnel Committee meeting.

Note: CM Gerber left the meeting at 6:17 PM.

**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 all four members were present (CMs Giberson, Bellile, Eager, and Kaufhold).

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

CM Giberson brought forward continued discussion of a False Alarm Ordinance. She first reviewed the comprehensive definition of “false alarm” provided by representatives from Blue Rock Fire Rescue, Student Lodging Inc., Millersville University, and Penn Manor School District, and recommended that the definition be included in the draft ordinance for review by the Borough Solicitor.

The Committee then reviewed the body of the draft ordinance. CMs Giberson and Kaufhold addressed questions relating the Administration and Enforcement section of the Ordinance, including the Borough’s ability to delegate administration to Blue Rock Fire Rescue. Manager DeSantis-Randall clarified that the ordinance should remain broad with specific actions taken by resolution. The Committee then discussed fees for violations, which Manager DeSantis-Randall reiterated would be set by resolution as part of the Borough Fee Schedule.

After discussion, CM Giberson made a motion to have the False Alarm Ordinance reviewed, and the discussed resolutions prepared, by the Solicitor and advertised for an upcoming public hearing out of committee. CM Kaufhold seconded the motion. The motion passed unanimously.

CM Giberson then brought forward discussion of draft ordinance to amend parking regulations on East Frederick Street. She briefly explained the purpose of the amendment, and Manager DeSantis-Randall noted the amendment would reflect what was already occurring in the Borough. CM Giberson made a motion to have the Ordinance to Amend Parking Regulations on East Frederick Street reviewed by the Solicitor and advertised for an upcoming public hearing out of committee. CM Bellile seconded the motion. The motion passed unanimously. This item moves out of committee.

CM Giberson lastly brought forward discussion of a request for sewer connection at 58 South Duke Street. CM Giberson read a letter request from the property owner and Manor Township resident. Borough Wastewater Treatment Superintendent Les McMullen took no issue with the request. He explained the approval process for the property owner, stating that half of the property is in the Borough and that the request was not unusual. CM Giberson then made a motion to approve the request for sewer connection at 58 South Duke Street out of committee. CM Bellile seconded the motion. The motion passed unanimously. This item moves out of committee.

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

**MAYOR’S REPORT:**

The Mayor’s report was tabled due to the absence of Mayor Aichele.

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**BOROUGH MANAGER'S REPORT**

Manager DeSantis-Randall opened her report with a request for permission to advertise for bids for 2025 Street Paving and approval of Resolution to add Escalator Clause. She explained this request was part of the annual summer paving schedule and included Cottage Avenue, Herr Avenue, and Circle Road. She noted that the Escalator Clause was previously approved in 2021 and 2022 and allowed bids to account for changing prices in materials. CP Lane made a motion to advertise the bid documents for the 2025 street paving project. CM Bellile seconded the motion. The motion passed unanimously. CP Lane then made an additional motion to approve the resolution to add an Escalator Clause to the 2025 street paving bid solicitation. CM Kerlavage seconded the motion. The motion passed unanimously.

Manager DeSantis-Randall updated Council on the upcoming application period for the new Hometown Heroes Banner Project and briefly explained the details for the applications. Council asked about qualifications for banners, and Manager DeSantis-Randall noted that the service member must be or have been a resident or relative of a resident of the Borough.

Manager DeSantis-Randall then updated Council on the rollout of the new trash and recycling carts. She acknowledged the large size of the toters and noted that residents are able to request a smaller toter, which were estimated to be delivered some time in February. She further added that residents may also request door service if the toters were too difficult for them to move. She requested residents be patient with Borough staff as the new system was rolled out. Council asked if there were any other major complaints, and she added that free disposal of old bins was still available until the end of the month, and that further use of old bins for trash or recycling collection was no longer available. Council asked about extra trash bags, and she noted that any trash that does not fit into the new toters should be labeled with yellow extra trash tags.

Manager DeSantis-Randall brought forward approval of three items relating to Borough technology enhancement, including approval to execute a proposal with Primepoint for payroll software; approval to execute an agreement with Munibilling for utility billing software; and approval to execute a sales order with Edmunds Gov Tech Inc for permitting and accounting software.

CP Lane made a motion to approve the proposal with PrimePoint, LLC to provide payroll and timekeeping services and software to the Borough. CM Kerlavage seconded the motion. The motion passed unanimously.

CP Lane made a motion to approve the agreement with Munibilling to provide utility billing software and support to the Borough. CM Giberson seconded the motion. The motion passed unanimously.

CP Lane made a motion to approve the sales order with Edmunds Gov Tech Inc to provide permitting and accounting software and support to the Borough. CM Bellile seconded the motion. The motion passed unanimously.

**PRESIDENT'S REPORT:** None

**UNFINISHED BUSINESS:** None

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**CITIZEN REQUESTS OR CONCERNS:**

Stephanie Hersh, 72 Blue Rock Road, asked a question relating the location of the green energy overlay district as petitioned by Student Lodging Inc. Geoff Beers answered, describing where the solar array would be located.

Dave Rhodes, 25 Wabank Road, asked Council what Penn Waste's standard operating procedure is when there is inclement weather. Manager DeSantis-Randall answered that if Penn Waste was unable to operate due to weather, pickup would be delayed until the soonest good-weather day and then proceed on a delay for the rest of the week.

**EXECUTIVE SESSION:**

CP Lane made a motion to go into executive session concerning litigation regarding enforcement of Borough Ordinances. CM Giberson seconded the motion. The motion passed unanimously. Council entered executive session at 6:50 PM and returned at 7:10pm.

**ADJOURNMENT**

CM Eager made a motion to adjourn. CM Kerlavage seconded the motion. The motion passed unanimously. The meeting adjourned at 7:11 PM.

Rebecca DeSantis-Randall  
Borough Secretary

RADR/edd