

January 9, 2024

**MILLERSVILLE BOROUGH COUNCIL MEETING MINUTES**

The MILLERSVILLE BOROUGH COUNCIL MEETING was held on Tuesday, January 9, in the Millersville Borough Public Meeting Room located at 100 Municipal Drive, Millersville, Pennsylvania.

The meeting was called to order at 7:00 PM by Council President Mary Ann Gerber, followed by a pledge to the flag as well as an observed moment of silence.

**COUNCIL MEMBERS**

Marianne Kerlavage  
Christopher Hubbs  
Mary Ann Gerber  
Linda Beillile

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

**OTHERS PRESENT**

Ken Eckert, 104 Circle Road, Millersville  
Dorothy Imel, 1902 Blue Ridge Dr., Lancaster  
Sam Bigler, 17 Wabank Road, Lancaster  
Tony Highbower, 210 New Street, Millersville  
Andy Boxleitner, Millersville Borough Street Superintendent  
R.A. Frantz, 55 North Duke Street, Millersville  
Mary Lyons, 426 Spring Drive, Millersville  
Sue McCullough, Millersville Borough Receptionist & Recycling Coordinator  
Rebecca DeSantis-Randall, Millersville Borough Manager

**APPROVAL OF MINUTES**

Council Member (CM) Hubbs made a motion to approve the December 12, 2023 minutes. CM Kerlavage seconded the motion. The motion passed with a unanimous vote. CM Hubbs made a motion to approve the January 2, 2024 minutes. CM Beillile seconded the motion. The motion passed with a unanimous vote.

**CITIZEN REQUESTS OR CONCERNS**

Resident Richard Frantz of 55 North Duke Street commented on the completion of the Duke Street/Frederick Street project.

**AUDIT PRESENTATION**

Krista Gardner, CPA, of SEK CPAs and Advisors, gave a brief presentation on the draft of the 2022 audit. She reviewed the standard audit process and some of the challenges that occur when a new audit firm does an audit for a new client. She also discussed some of the high-level recommendations from the audit. Manager DeSantis-Randall thanked her for a productive wrap-up meeting the week prior.

**REPORTS OF BOARDS, COMMISSIONS, and COMMITTEES**

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Tony Highbower presented the year end report for the Civil Service Commission. Mr. Highbower requested that the Council review a resolution on rules and regulations updated on May 11, 2023. CP Gerber made a motion to approve, and CM Eager seconded. It was passed unanimously.

Mr. Highbower also brought forward a proposal to begin posting and creating an eligibility list for patrolmen, due to two upcoming retirements in the police department. CM Eager made a motion to approve, and CM Hubbs seconded. It was passed unanimously.

Mr. Highbower make two recommendations to Personnel Committee to consider appointing Ken Eckert as a full member of the commission, and then to fill the alternate member vacancy that would be created by changing Mr. Eckert's status. CP Gerber confirmed this would go to Personnel Committee for consideration.

Mr. Highbower recommended two changes to the Civil Service Commission rules and regulations that this Commission would like to see changed, which included a revision to allow for three alternate members and clarification on the reorganization meeting date. Both items were in a resolution for the Council to consider. CP Gerber made a motion to approve that resolution, and CM Beillile seconded it. It was passed unanimously.

CP Gerber discussed the Committee structure for the Council and reviewed the schedule of meetings for each Committee. She asked all Council Members to send her a list in order of priority of the Committees they would like to join. CP Gerber reminded residents about how to get in touch with Council Members through their borough email addresses.

**MAYOR'S REPORT**

The Mayor thanked the members of the Civil Service Commission for their work in ensuring the police department is well staffed. He also thanked the Council for their support of their work. The Mayor stated his hope that the department would receive good applicants for the open police officer positions.

**BOROUGH MANAGER'S REPORT**

GP Gerber made a motion to approve of the annual advertisement for the monthly council meetings, in addition to the advertisements of the committees, boards, and commissions meetings. It was seconded by CM Hubbs and approved unanimously.

Manager DeSantis-Randall reported that a purchase of a new blower for the sewer department came in slightly over budget, approximately \$1,600 over budget. She requested approval from the Council for this purchase from the Sewer Capital Budget. Approval was motioned by CM Kerlavage, and seconded by CM Lane, and unanimously approved.

**PRESIDENT'S REPORT**

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CP Gerber requested a motion to accept the resignation of the Tax Collector. This was motioned by CM Hubbs and seconded by CM Beillile. The motion passed unanimously. CP Gerber requested a motion to approve the resolution to appoint the Borough Manager as the Tax Collector. This was motioned by CM Hubbs and seconded by CM Beillile. The motion passed unanimously.

**UNFINISHED BUSINESS**

None

**EXECUTIVE SESSION**

None

**ADJOURNMENT**

CM Hubbs made a motion to adjourn. CM Beillile seconded the motion. The motion passed with a unanimous vote. The meeting adjourned at 7:46 PM.

Rebecca DeSantis-Randall  
Borough Secretary

RADR