

March 26, 2019
MILLERSVILLE BOROUGH COUNCIL MEETING MINUTES

The MILLERSVILLE BOROUGH COUNCIL MEETING was held on Tuesday, March 26, 2019 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 Vice President, Lynn M. Miller, followed by the pledge to the flag and a moment of silence was observed.

COUNCIL MEMBERS

Daniel P. Ostrowski (absent)
Lynn M. Miller
Dianne M. Bates
Bruce A. Cantey

Richard M. Moriarty, Mayor
Scott A. Bailey
Linda L. Bellile
Mary Ann Gerber

OTHERS PRESENT

John D. Rochat, Interim Borough Manager / Millersville Borough Chief of Police
Jessie L. Ebersole, Millersville Borough Finance Officer
Steven A. DiGuiseppe, Millersville University
Abbey Ford, Millersville University Student Advisor
Elaine Jones, LNP
Tracey L. Rash, CPA, Maher Duessel
Carrie Lee Smith, 404 N George Street, Millersville
Carol A. Thomas, 170 W Charlotte Street, Millersville
Sam Bigler, 17 Wabank Road, Millersville
Lauren Hauck and Elliott Jones, 354 Manor Avenue, Millersville
Ed and Stephanie Hersh, 72 Blue Rock Road, Millersville
Michelle Navickas, 936 Rivergate Court, Millersville
Jordan Baldrige, 200 New Street, Millersville
Anthony T. Boyer, 70 Allen Drive, Millersville

CITIZEN'S REQUESTS OR CONCERNS

Ms. Thomas from 170 West Charlotte Street requested Council to consider adding banners attached to poles to welcome people to the Borough. She visited multiple surrounding municipalities and has pictures to share of the concept. She stated that what we have now (the planters) were done for the businesses and had nothing to do with regular citizens. Vice President Miller said that she would see that this idea was forwarded to the Local Economic Development Committee for review and recommendation.

MINUTES

A motion to approve the minutes for the February 26, 2019 Council Meeting was made by Mrs. Gerber and seconded by Ms. Bates. With no discussions the motion passed by a unanimous voice vote.

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REPORTS OF BOARDS, COMMITTEES, AND COMMISSIONS

Ms. Bellile reported on the Blue Rock Regional Fire District meeting held Thursday, March 7th at the Millersville Station. She mentioned the agreement between the Blue Rock Fire Rescue and the Blue Rock Regional Fire District is final. A new website and design logo are in progress of being developed and that they are trying a new branding technique. Recruitment continues to be a concern and they are looking for places where Students hangout to target advertising to those aged cadets. She noted that of 141 calls in 2018, of which 44 calls had not enough people showing up.

FINANCE ADVISORY COMMITTEE REPORT

Mr. Bailey made a motion out of committee to approve the February 2019 monthly financial statements as presented. With no discussions the motion passed by a unanimous voice vote.

Mr. Bailey introduced Tracey Rash from Maher Duessel for a brief presentation of the Borough's audit of the 2018 Financial Statements. Ms. Rash stated that management is responsible for the preparation and fair presentation of the financial statements in accordance with the modified cash basis of accounting. Their responsibility is to give an opinion on the financial statements in accordance with auditing standards generally accepted in the US. In their opinion, the financial statements presented were materially correct and she stated that that is the best opinion you can get. She noted that there is unaudited information in your financial statements; such as the statements listed under Other Information. She went on to review the budget-to-actual statement and noted that the Borough ended up to the plus, in the amount of \$152,222. She explained that the majority was due to a large dividend from the Borough's health insurance plan paid to the Intergovernmental Insurance Co-op. At the end of the year Benecon evaluates the results and if possible, pays dividends back. Having no specific questions from the financial statements, she continued to review the letter addressed 'Communication to Those Charge with Governance'. She stated the following: The financial statements are yours not mine; they do look at internal controls in order to perform the audit test, however they do not give an opinion on internal control; there were no new accounting policies adopted in the current year; all accounting estimates were found to be reasonable; if there were any significant disclosures in your financial statements they are required to point them out, there were none; if there were any difficulties encountered in dealing with management in performing the audit they would point them out, there were none; when they came in to do the audit, if they needed to propose material adjustments to get the numbers in the format you see, they are required to tell us, that did not occur. She explained that that is important to know because when they came in to do the audit, the statements were already materially correct. She continued, if there were any disagreements with management, they would be required to tell you that, there were none. To their knowledge, there were no consultations with other accountants and there were no issues discussed prior to their retention. She mentioned a matter during the review of the Borough's investment policy where the Borough has invested in Certificates of Deposit with maturities greater than two years. She recommends the investment policy be reviewed and updated. Mr. Bailey explained that Council had acted to invest in the laddering CD's and are in the process of revising the Borough's investment policy. Hearing no questions, Ms. Rash stated it was a pleasure to work with the Borough for a second year under the cash basis and further stated this year was a very good

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process. Mrs. Miller and Mr. Bailey thanked the Finance Officer for her work in preparing the Borough's Financial Statements as well as Maher Duessel's staff for their auditing services. Mrs. Gerber made a motion to approve the 2018 Financial Statements and Supplementary Information as presented. Ms. Bellile seconded the motion. With no further discussions the motion passed by a unanimous voice vote.

Mr. Bailey made a motion out of committee to advertise the 2018 summary financial information derived from the audit. With no discussions the motion passed by a unanimous voice vote.

Mr. Bailey made a motion out of committee to approve a budget adjustment and transfer in the amount of \$200,000 from the General Operating Fund to the General Capital Reserve Fund as a result of the 2018 audited statements. With no discussions the motion passed by a unanimous voice vote.

Mr. Bailey mentioned Chief Rochat, acting as Borough Manager has submitted a letter of intent with the Lancaster County Redevelopment Authority to apply for a 2019 Community Development Block Grant (CDBG). He went on to explain that the Borough would be proposing a West Frederick and South Duke Street Infrastructure Improvement project. This project would finish the sewer, stormwater, curbs, sidewalks and street reconstruction at the intersection on West Frederick Street at South Duke Street and then continue South on South Duke Street. The City of Lancaster will be asked to join the project to replace their water lines. Chief Rochat went on to explain that the Borough will need to hold a public hearing at the next scheduled Council meeting, April 9th in order to meet the deadline of the application. Mr. Bailey made a motion to advertise the legal notice for the hearing. Mrs. Gerber seconded the motion. With no further discussions the motion passed by a unanimous voice vote.

PERSONNEL ADVISORY COMMITTEE REPORT

Mr. Cantey made a motion out of committee to enter into a side agreement between the Borough and the Millersville Police Association which recognizes and clarifies the Lieutenant's promotional pay until the next collective bargaining agreement is reached. With no discussions the motion passed by a unanimous voice vote.

Mr. Cantey noted the committee has made good progress on re-working the Borough Manager job description in order to streamline the advertisement to fill the vacant position.

PUBLIC WELFARE AND PUBLIC WORKS ADVISORY COMMITTEE REPORT

Mrs. Miller made a motion out of committee to award the bid to Affordable Paving & Excavating LLC for the Borough's 2019 Curb and Sidewalk Improvement project. She noted this bid award is contingent on the Solicitor's review of the Bid Bond and Performance Bond. Affordable Paving & Excavating's bid amount was \$72,844.80 and the next lowest bid was Bertolt Construction in the amount of \$79,308.00. It was also noted that the bid amount was under budget. With no further discussions the motion passed by a unanimous voice vote.

Mrs. Miller commented that the meeting held this month included a presentation by Millersville University's Tom Waltz and Ron Frisbee. They presented ten current and potential future projects. Millersville University stated that Student Lodging has purchased the last property in the Borough on Creek Drive (206 Creek Drive). Council members made it a point to clarify that the driveway that has a bridge over the creek is the responsibility of the property

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owner. The bridge has never been Borough property as the house was in Lancaster Township. Years ago, the original driveway to the property came in from Lancaster Township and there was no access from the Borough's side of the creek. When the Township vacated the road that this driveway connected to, the property owner installed a drive with the bridge to cross the creek in order to connect to Creek Drive in Millersville. Several years ago, the Borough then annexed the property. Tom Waltz and Ron Frisbee agreed and stated that Student Lodging Inc. is well aware that the bridge is theirs and that it is their responsibility.

MAYOR'S REPORT

Mayor Moriarty and in the absence of Lieutenant Margevich had no report on the February Police Report.

Mayor Moriarty lead the conversation to Ms. Ford, of MU's Student Government Association, hosting their "The Big Event" scheduled to take place this weekend. Ms. Ford mentioned they have approximately 140 participants from student clubs and sports teams to help the community as a way to say thank you for letting the Students be part of the community.

Mayor Moriarty mentioned he hosted the Deputy Secretary of Community Affairs & Development of DCED, Rick Vilello and his aid. He then took them on to the County Mayor Association meeting were Mr. Vilello would be speaking. He also mentioned that President Ostrowski and Commissioner Lehman did a 'ride along' with LEMSA to see firsthand the challenges they face daily.

MILLERSVILLE UNIVERSITY REPORT

Miss Ford mentioned a few calendar events. Dr. Martin Luther King Jr. Lecture which was delayed from earlier this winter will be held on Thursday, March 28, at 7:30 p.m. in the Winter Center, with keynote speaker John Quinones, ABC news correspondent and host of "What Would You Do?". This event is free and open to anyone that wants to go. The 32nd Annual Women in Mathematics, Science and Technology Conference includes keynote speaker, Dr. Jenna Carpenter will be held on April 2nd at 9 a.m. in the Student Memorial Center. Dr. Carpenter is a highly regarded national figure in STEM higher education and a huge advocate of women in science and engineering. Area schools have been invited to attend this day-long series of workshops. Also coming up is the annual FestiVille which features Young the Giant, an alternative rock band on Saturday, April 13th. This is a day-long event that will take place in the Student Memorial Center and includes 35 bands across four stages between 1 p.m. and 9:15 p.m. A portion of ticket sales will be given to the American Foundation for Suicide Prevention. On Friday, May 10th at 6:30 p.m. in Pucillo gym is their College of Graduate Studies and Adult Learning Commencement and on Saturday, May 11th at 10 a.m. on Chryst Field at Biemesderfer Stadium is the annual Undergraduate Commencement. Dr. Pedro Rivera, Pennsylvania Secretary of Education will be the undergraduate commencement speaker. If there is inclement weather on Saturday, there will be two ceremonies held in Pucillo gym at 10 a.m. and 2 p.m. Ms. Ford also announced that Millersville University's hazing report was completed in January 2019 and it recorded no hazing incidents in the past five years.

Mr. DiGuseppe reported on one more calendar event, an Admitted Student Expo will be held on the campus Saturday, April 6th with an anticipated 1,500 participants throughout the day. He went on to announce the Council of Trustees for Millersville University has voted to reduce the cost of room and board at Millersville University beginning the fall semester of 2019. The

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decrease results in students paying \$245 less per semester. And the introduction of a new dining program giving students more options at a reduced price. Additional fee changes approved were rooms in a residence hall will increase by 2 percent and general fees will increase 2.2 percent. It was noted that while the Council of Trustees for Millersville University sets room, board and fees; tuition rates are set by the Board of Governors, usually in June.

Millersville University has announced a "Guaranteed Admissions Interview Program" with Edward Via College of Osteopathic Medicine. Qualified MU students will have an advantage for admission into medical school through this agreement and similarly MU signed a program agreement with Thaddeus Stevens College of Technology. The agreement will allow students graduating with an Associate in Science in Business Administration from Thaddeus Stevens to move seamlessly into the online Bachelor of Science in Business Administration program with a general concentration at Millersville University. Millersville is considering several other new ideas for additional degrees to go live sometime within this next year. The Presidential Inauguration for Dr. Wubah will be held on Thursday, April 18th with approximately 400 guests attending from around the globe. Mr. DiGuseppe invited everyone to attend the annual Millersville Business Expo on Friday, April 12th at John Herr's Village Market from 10 a.m. to 3 p.m.

PENN MANOR REPORT

None

BOROUGH MANAGER REPORT

Chief Rochat acting as Borough Manager mentioned all is good.

PRESIDENT'S REPORT

Mrs. Miller by the request of President Ostrowski announced they will not have the Economic Development Committee meeting tomorrow night; however, they will be meeting in April.

NEW BUSINESS

None

UNFINISHED BUSINESS

None

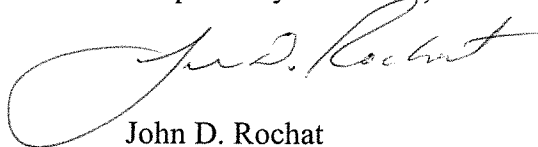
EXECUTIVE SESSION

None

ADJOURNMENT

Mr. Bailey made a motion to adjourn the meeting at 7:40 p.m., seconded by Mrs. Gerber.

Respectfully submitted,



John D. Rochat
Borough Secretary

JDR/jle