

May 13, 2025

MILLERSVILLE BOROUGH COUNCIL MEETING MINUTES

The MILLERSVILLE BOROUGH COUNCIL MEETING was held on Tuesday, May 13, 2025, in the Millersville Borough Public Meeting Room located at 100 Municipal Drive, Millersville, Pennsylvania.

COUNCIL MEMBERS

Marianne Kerlavage
Phyllis Giberson
Mary Ann Gerber
Linda Bellile

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

OTHERS PRESENT

Jenna Graeff, The Loft Community Partnership
Dave Rhodes, 25 Wabank Road, Millersville
Dorothy Imel, 1902 Blue Ridge Drive, Lancaster
Richard Frantz, 55 North Duke Street, Millersville
Phil Gerber, 122 Village Drive, Millersville
Rob Visniski, Borough Engineer, RAV Associates
Luke Pennington, Borough Finance Officer
Rob Moyer, Borough Code Enforcement/Zoning Officer & BCO, CCIS
Kyle Miller, Borough Streets Superintendent
Emma Danae Droz, Borough Part-Time Administrative Coordinator
Rebecca DeSantis-Randall, Borough Manager

PUBLIC HEARING:

Before the start of the Millersville Borough Council Meeting, a public hearing was held at 6:00 PM relating to the Loft Community Partnership's (the Loft) application for a Community Development Block Grant. Jenna Graeff from the Loft presented the proposed project to be funded, which included renovation of the Loft's new location at 100 E. Charlotte Street. She invited questions from Council and the public, but required no action from Council. Council invited Jenna to discuss The Loft's upcoming events, including their annual Garden Party Luncheon on Saturday, May 17th and their golf outing Driving Out Hunger scheduled for September. Ms. Graeff added that the Loft served approximately 800 unique households in the Penn Manor School District, and that the Loft's food pantry implements a unique "take what you need" model.

CALL TO ORDER

The MILLERSVILLE BOROUGH COUNCIL MEETING was then called to order at 6:06 PM by Council President (CP) Lane. The meeting began with a pledge to the flag as well as an observed moment of silence.

APPROVAL OF MINUTES

CP Lane made a motion to approve the April 22, 2025, minutes. Council Member (CM) Giberson seconded the motion. The motion passed unanimously.

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CITIZEN REQUESTS OR CONCERNS: None

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, Giberson, Gerber, and Kerlavage).

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

CP Lane then closed out the Finance Committee meeting.

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, Gerber, and Kaufhold).

The Committee meeting opened with discussion of the reappointment of Nicole Bezek to the Park Commission. CM Eager noted the Park Commission was very happy with Ms. Bezek's work on the Commission. CM Eager then made a motion to approve the appointment of Nicole Bezek to the Park Commission as a member with a term ending on 12/31/27. CM Bellile seconded the motion. The motion passed unanimously. This item moves out of committee.

CM Eager then brought forward discussion of the appointment of Judy Anttonen as an Alternate to the Civil Service Commission. CM Eager noted again that she received very positive feedback on Ms. Anttonen. CM Eager made a motion to approve the appointment of Judy Anttonen to the Civil Service Commission as an alternate member with a term ending on 12/31/30. CM Kaufhold seconded the motion. The motion passed unanimously. This item moves out of committee.

The Committee then discussed filling open positions on the Borough's Boards, Committees, and Commissions. Ideas included adding more prominent notices to the Borough website, Borough Facebook, and the upcoming Borough newsletter. Current vacancies include a Zoning Hearing Board Alternate, a Planning Commission member, and a Historic Commission member.

CM Eager then closed out the Personnel Committee meeting.

PUBLIC WORKS AND PUBLIC WELFARE ADVISORY COMMITTEE

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

Borough Code Enforcement/Zoning Officer Rob Moyer presented the April Codes and Zoning Report. The Committee had no questions on the report.

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The Committee then discussed the draft updated Subdivision and Land Development Ordinance (SALDO). Manager DeSantis-Randall and Borough Engineer Rob Visniski of RAV Associates presented the draft. They noted that the changes are one of the goals of the Borough's Comprehensive Plan and their primary purpose is to enhance clarity and bring the Borough's 20+ year-old SALDO in line with other municipalities in Lancaster County. Some key changes included making preliminary land development plans optional for non-phased projects and the addition of many procedural details. Council asked questions relating to the removal of required preliminary plans, and Manager DeSantis-Randall and Mr. Visniski clarified that the changes did not impact the process under the Borough's Zoning Ordinance, only the land development process. The Committee asked Borough Streets Superintendent Kyle Miller how he felt about the updated SALDO, and he stated his approval. After discussion, CM Giberson made a motion to authorize the review of the updated Subdivision and Land Development Ordinance by the Borough Solicitor and the setting of a public hearing date. CM Bellile seconded the motion. The motion passed unanimously. This item moves out of committee.

Manager DeSantis-Randall and Mr. Visniski then moved on to discussion of the draft updated Street and Sidewalk Ordinance (S&S Ordinance). Mr. Visniski noted that the new S&S Ordinance consolidated several Borough documents in one place. Manager DeSantis-Randall added that its primary purpose was to preserve the Borough's streets and sidewalks. To that end, the updated S&S Ordinance added additional requirements and permitting processes for street and sidewalk cuts, especially for utility and fiber companies. The S&S Ordinance also reflected PennDOT standards and added a more detailed street dedication process. Council asked questions relating to tree planting near sidewalks, which Mr. Visniski noted would depend on the street in the Borough. After discussion, CM Giberson made a motion to authorize the review of the updated Street and Sidewalk Ordinance by the Borough Solicitor and the setting of a public hearing date. CM Bellile seconded the motion. The motion passed unanimously. This item moves out of committee.

The Committee then brought forward discussion of requests for handicap parking spots on Borough streets. Manager DeSantis-Randall presented, noting the requests were particularly for homes that lacked off-street parking and that any added handicap parking spots would be open to all handicapped residents, not just the applicant. She then asked the Committee for input on the process to handle such requests. In discussion, the Committee and other Council members suggested an application process which would add a way to have renewal periods for cases in which residents moved away. Questions included whether ramps would need to be added to sidewalks and how to verify individuals' handicap status. After discussion, the Committee requested that a draft application be made that aligned with other municipalities in Lancaster County for review at the next Committee meeting.

CM Giberson then closed out the PW&PW Committee meeting.

MAYOR'S REPORT:

Chief Margevich delivered the April Police Report, in which there were 368 calls for service.

Mayor Aichele updated Council on the hiring process of the two new police officers, noting it was moving along well. He stated they were still looking to hire a third officer.

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BOROUGH MANAGER’S REPORT

Manager DeSantis-Randall noted several important items coming up for the next Council meeting, including final review of the Park Master Plan, a presentation from Student Lodging Inc. on a possible new development, and a petition from Garman Builders on a Zoning Text Amendment. Council requested that they receive the items early in order to make a thorough review.

Manager DeSantis-Randall then noted some updates to the Borough website, including new Ordinances and “Rumor Has It” pages. The new Ordinances page gives residents details on recently passed and proposed ordinances, and the Rumor Has It page would provide residents with the opportunity to submit questions and receive clarifying answers from the Borough relating to community rumors.

Lastly, Manager DeSantis-Randall noted that the Borough’s new utility billing software, MuniBilling, is set to launch in early June. She noted that the old online payment system through PSN would continue through mid-summer to give residents who pay online time to update to the new system. She added that this was particularly important for residents who use autopay.

PRESIDENT’S REPORT: None

UNFINISHED BUSINESS: None

CITIZEN REQUESTS OR CONCERNS:

Dave Rhoads, 25 Wabank Road, asked who would be responsible for upkeep of the cart path behind his home and next to the potential 741/999 development. Council stated they were not sure, but that they would follow up with Mr. Rhoads once they knew more.

EXECUTIVE SESSION:

CP Lane made a motion to go into executive session concerning threatened litigation. CM Eager seconded the motion. The motion passed unanimously. Council entered executive session at 7:27 PM and returned at 7:47 PM.

ADJOURNMENT

CM Eager made a motion to adjourn. CP Lane seconded the motion. The motion passed unanimously. The meeting adjourned at 7:47 PM.

Rebecca DeSantis-Randall
Borough Secretary

RADR/edd