

May 14, 2024

**MILLERSVILLE BOROUGH DRAFT COUNCIL MEETING MINUTES**

The MILLERSVILLE BOROUGH COUNCIL MEETING was held on Tuesday, May 14, 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 Vice President Phyllis Giberson.

**COUNCIL MEMBERS**

Marianne Kerlavage - absent  
Phyllis Giberson  
Mary Ann Gerber  
Linda Bellile

David T. Aichele, Mayor  
Darlene Eager  
Joseph Lane – arrived at 6:25pm  
Michael Kaufhold

**OTHERS PRESENT**

Bill Hess, 33 Pilgrim Drive, Lancaster  
Steve Giberson, 332 Manor Ave, Millersville  
Dorothy Imel, 1902 Blue Ridge Drive, Lancaster  
John Michener, West Charlotte Street, Millersville  
Richard Frantz, 55 North Duke Street, Millersville  
Stephanie Hersh, 72 Blue Rock Road, Millersville  
David Sykes, 344 Valley Road, Millersville  
Sam Bigler, 17 Wabank Road, Millersville  
Melissa Ostrowski, 413 Spring Drive, Millersville  
Sue McCullough, Millersville Borough Receptionist & Recycling Coordinator  
Kyle Miller, Millersville Borough Street Superintendent  
Les McMullen, Millersville Borough Sewer Superintendent  
Luke Pennington, Millersville Borough Finance Officer  
Rebecca DeSantis-Randall, Millersville Borough Manager

**ARPA PRESENTATION**

Before the commencement of the public hearings, County Commissioners Ray D’Agostino and Alice Yoder presented the Borough with a ceremonial check for \$125,000 in ARPA funds the Commissioners awarded to the Borough to cover half of the costs of the University Drive Stream Restoration project. Both Commissioners spoke about the importance of municipal projects that restore out waterways and clean up pollution.

**PUBLIC HEARINGS:**

There were two public hearings held at the start of the meeting. The first public hearing concerned an ordinance to amend the sewer tapping fee ordinance. CM Giberson opened it up for comments from the public, in which there were none. With no discussion from Council, a motion was made by CM Bellile to approve the ordinance, which was seconded by CM Kaufhold. The motion was unanimously approved.

ORDINANCE NO. 2024-01

Ordinance To Amend the Sewer Tapping Fee Ordinance

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The second hearing concerned an ordinance to amend the stop intersection ordinance at North/South Duke Street. CM Giberson opened it up for comments from the public, in which there were none. With no discussion from Council, a motion was made by CM Bellile to approve the ordinance, with a second by CM Eager. The motion was unanimously approved.

ORDINANCE NO. 2024-02  
Ordinance To Amend the Stop Intersection Ordinance

The meeting then officially began with a pledge to the flag as well as an observed moment of silence.

**APPROVAL OF MINUTES**

Council Member (CM) Eager made a motion to approve the April 9, 2024 minutes. CM Bellile seconded the motion. The motion passed with a unanimous vote.

**CITIZEN REQUESTS OR CONCERNS**

Richard Frantz, 55 N Duke Street, spoke about drivers speeding through the intersection at Duke/Letort Road and not stopping at the stop signs. He suggested a white line be placed on the road.

**LANCASTER EMS PRESENTATION**

In the absence of Bob May, the Executive Director of Lancaster EMA, Manager DeSantis-Randall read his pre-written statement concerning the EMS facility on 100 East Charlotte Street. In light of their new facility being built, Lancaster EMS is selling their 100 East Charlotte Street property and moving some of their operations to a leased site at Millersville University in late 2024/early 2025. There will be no disruption in service to residents.

**COUNCIL CODE OF CONDUCT**

CM Giberson reminded the Council of a previous discussion regarding the Council adopting a Code of Conduct. CP Lane had provided a draft version for the Council to consider at. Manager DeSantis-Randall told Council that a code of conduct would need to be passed by resolution. Mayor Aichele asked if every member of the Borough's Boards and Commissions would receive a copy of this code, and would they be signing it. There was a short discussion on the need to sign.

**FINANCE COMMITTEE MEETING**

Members of the Finance Committee moved to the Committee table to hold their meeting. Their first agenda item was the discussion and approval of the March and April finance reports. A motion to accept the reports was made by CM Gerber, and seconded by CM Giberson. It was unanimously approved out of committee.

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The second item of discussion concerned follow up from suggestions that came out of the 2022 financial audit. Manager DeSantis-Randall reviewed some of the suggestions from the audit and how they differentiated from the material weaknesses that are typically handled as entries at the end of the audit process. One of opportunities for advancement that came out of the audit was a need for a new payroll system, which Manager DeSantis-Randall stated that the Borough is interested in for the future. Another of the suggestions was a tracking mechanism for escrow when the Borough collects escrow for development projects, which she stated has already been implemented. The final suggestion was for an analysis to be done on our fund and account structure, which she stated that the staff is also looking into, especially as the new Finance Officer gets up to speed. She also stated that while the Borough has not received the final copy of the 2022 audit, they have completed field work for the 2023 audit. CP Lane asked Finance Officer Pennington about his priorities related to these suggestions, and he stated that getting a handle on the funds and accounts is the top priority. Manager DeSantis-Randall stated that we can expect a meeting with auditors soon to discuss the 2023 audit.

With no questions from the rest of Council, the Finance Committee meeting concluded.

**PERSONNEL COMMITTEE MEETING**

The Personnel Committee began with two appointments to the Parks Commission. CM Bellile made a motion to appoint Jillian Healy to the Parks Commission, which was seconded by CM Kaufhold, and approved out of committee by all. CM Kaufhold made a motion to appoint Nicole Bezek to the Parks Commission, which was seconded by CM Bellile, and approved out of Committee by all. Both appointments will go to Council for final approval.

CM Eager also noted that the Chair of the Parks Commission, Brooke Magni, resigned from the commission. CM Bellile made a motion to accept the resignation, seconded by CM Eager, and approved by all.

The last item on the Personnel agenda was an update from the Civil Service Commission on their process to hire new police officers. Melissa Ostrowski, the chair, told the Committee that they have made progress with interviewing candidates, and are down to four candidates on the eligibility list. Background investigations are almost complete, and these will be reviewed by the Commission at their May 20<sup>th</sup> meeting. At the May 28<sup>th</sup> Council meeting, the Civil Service Commission will bring forward recommendations on candidates to offer conditional employment to. At that point, those candidates would be enrolled in the police academy.

With no questions from the rest of Council, the Personnel Committee meeting concluded.

**PUBLIC WORKS AND PUBLIC WELFARE COMMITTEE**

The Public Works Committee meeting began with Rob Moyer, Code Enforcement Officer, presenting this month's code report. CM Giberson asked about what the Borough does to deal with high grass and weeds in homeowners' properties. Code Officer Moyer explained the process of what happens when a complaint is received for high grass and the steps the Borough must follow to issue a citation. CM Bellile asked about where 446 Penn View Drive is in the process,

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and Code Officer Moyer stated that they are a few days away from a citation. He also stated that, per the ordinance, if the grass is not taken care of, the Borough can go in and mow.

The next item of discussion was a draft ordinance of a parking sign adjustment on North Price Street. With no questions, CM Giberson said this item would be on the next agenda for public hearing.

The next item was a discussion of a draft ordinance regulating vacant and abandoned properties. CM Giberson asked everyone on Council to review this ordinance, and that the next Public Works Committee meeting would involve an in-depth discussion of this ordinance.

The final item was a brief review of the status of the false fire alarm ordinance. CM Giberson noted that the committee was interested in a resolution as of recently, but that the Solicitor had not recommend it, so the Committee should look back at the first ordinance that was drafted. The Committee is still concerned that the data does not support an ordinance. CM Giberson is concerned that the data that Council received from Blue Rock Fire has been including the fire alarms from Manor Township as well. CM Giberson said everyone should look at the ordinance and then be prepared to discuss at the next Public Works meeting. CM Eager asked if they could send more data for the recent months. CM Giberson said she would request more data. CM Giberson asked the Chief of Police if he had any comments, and he was happy to hear data was received. CP Lane asked if Blue Rock Fire had consulted with Manor Township, and CM Giberson reminded him that Manor Township already has a false alarm ordinance.

With no other questions from the rest of Council, the Public Works Committee meeting concluded.

**MAYOR'S REPORT**

None

**BOROUGH MANAGER'S REPORT**

Manager DeSantis-Randall reminded Council of the discussion around a resolution to add the fee of \$225 for the use of Ballfield 2 at the Freedom Memorial Park. This item came out of Parks Commission, and then out of Finance Committee. It was advertised in the newspaper ahead of the meeting. CM Giberson moved to approve the resolution, and this was seconded by CM Bellile. This resolution was unanimously adopted.

Manager DeSantis-Randall also brought forward the request to award the ADA Ramp (Curb and Sidewalk) Improvement Project ahead of paving to Reamstown Excavating Inc. The bid was the lowest of the ones received at \$206,900, approximately \$60,000 under budget. A motion to award this bid made by CM Bellile, seconded by CM Giberson, and approved by all.

Manager DeSantis-Randall brought forward the request to advertise three positions that are vacant or soon to be vacant in the Borough – Part-time Public Works Laborer, Sewer Plant Operator, and Police Secretary II. The job descriptions for the first two were unchanged, and the

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Police Secretary II description was updated and reviewed by the Personnel Committee and the Non-Uniform Bargaining Unit. A motion to approve was made by CM Giberson, seconded by CM Bellile, and unanimously approved.

Manager DeSantis-Randall brought forward an item for council to discuss concerning the date of the review of the draft short term rental ordinance by the Lancaster County Planning Commission. Due to the 45 day review period required by the MPC for zoning text amendments, Council has to give 45 days for LCPC to review, however, their scheduled date to review is after that window. The request was to know if Council wanted to bring this item to a public hearing vote at the June 11<sup>th</sup> or June 25<sup>th</sup> meeting. Manager DeSantis-Randall was told by LCPC not to expect much feedback as they don't spend much time discussing text amendments from Boroughs. After some discussion, and with no formal action needed, it was decided to do this vote on the 25<sup>th</sup> of June.

Manager DeSantis-Randall concluded the report by announcing a survey as part of the Park Master Plan project that residents could fill out to give feedback on the park. Completed surveys are due to the office by May 24<sup>th</sup>.

**PRESIDENT'S REPORT:**

CP Lane spoke about the Council signing on to a letter of support for the Loft, a local organization providing food to residents in need, for their application to receive grant funding for building improvements.

**UNFINISHED BUSINESS:**

None

**CITIZEN REQUESTS OR CONCERNS**

Stephanie Hersh, 72 Blue Rock Road, said that she liked the new format of the meetings, but had trouble hearing during the committee meetings.

Richard Frantz asked CP Lane what the Loft organization does.

**EXECUTIVE SESSION**

None

**ADJOURNMENT**

CM Bellile made a motion to adjourn. CM Eager seconded the motion. The motion passed with a unanimous vote. The meeting adjourned at 7:13 PM.

Rebecca DeSantis-Randall  
Borough Secretary

RADR