

May 25, 2021
MILLERSVILLE BOROUGH COUNCIL MEETING MINUTES

The MILLERSVILLE BOROUGH COUNCIL MEETING was held on Tuesday, May 25, 2021, in the Millersville Borough Public Meeting Room located at 100 Municipal Drive, Millersville, Pennsylvania.

President Smith announced that the public meeting's virtual connection is not working, and she would delay the start the meeting. The meeting preceded with a call to order at 7:20 p.m. by Council President Carrie Smith followed by the pledge to the flag and a moment of silence.

COUNCIL MEMBERS

Carrie L. Smith
Lauren E. Hauck
Linda L. Bellile
Daniel P. Ostrowski

David T. Aichele, Mayor
Brooke G. Magni
Mary Ann Gerber (via telephone)
Lynn M. Miller (via telephone)

OTHERS PRESENT

John D. Rochat, Borough Manager & Millersville Borough Chief of Police
Lieutenant Jeffrey Margevich, Millersville Borough Police Department
W. David Sykes, 344 Valley Road, Millersville
Sam Bigler, 17 Wabank Road, Millersville
Dorothy Imel, 1902 Blue Ridge Drive, Lancaster
Chris Hubb, 173 Elizabeth Street, Millersville
Principal Baron Jones, Penn Manor High School

CITIZENS' REQUESTS OR CONCERNS

None

MINUTES

A motion to approve the minutes for March 23rd and April 27th, 2021, Council meetings was made by Mr. Ostrowski and seconded by Ms. Bellile. With no discussions the motion passed by a unanimous voice vote.

REPORTS OF BOARDS, COMMITTEES, AND COMMISSIONS

Council President noted that there are minutes from the Fire Commission, Planning Commission, and the Parks Commission meetings included in the packet.

Ms. Bellile gave a report on the Blue Rock Regional Fire Commission meeting that was held face-to-face at the Millersville Fire Station on May 6, 2021. The financials are on point for this time of year. Maintenance of vehicles remains an issue with \$25,000 in repairs for two vehicles at the Millersville Station. The use of grant funding to target advertising to increase recruitment has been initiated. Bids have come back on the Rescue vehicles, and they have asked bidders for an extension to review. The basement at Millersville Station is almost completed for

May 25, 2021
MILLERSVILLE BOROUGH COUNCIL MEETING MINUTES

two live-ins. There was a large barn fire on Blue Rock Road with no injuries and the house was saved. A new system for all Stations to unlock doors, turn on lights and activate siren when an alarm occurs is being installed per the County requirements. This will run about \$20,000. Cameras on the vehicles remain an issue. A permanent mount is being investigated. New cameras are being purchased. Cameras are vital for future accidents to record near misses as well as record training videos.

Ms. Hauck reported on the Planning Commission meeting that was held May 5, 2021. Ms. Hauck noted DC Gohn Associates presented a subdivision plan for review by the Planning Commission. The property to be subdivided is 105 East Cottage Avenue and is owned by Thomas J. & Deborah A. Falk. The plan presented shows a single parcel with a house facing East Cottage Avenue which they want to subdivide into two parcels. The following motions were made requesting waivers and all motions passed unanimously: **Modification of 325-8.B – Preliminary Plan:** Allow waiver of requirement to file a Preliminary Plan. The Borough's Engineer recommended approval. **Modification of 325-15.A – Plan Scale:** Allow waiver of requirement that the final plan be at scale of 50 or 100 feet to the inch. The Borough's Engineer recommended approval. **Modification of 325-26.D.(3) – Existing Street Right of Way:** Allow waiver of requirement that when a subdivision fronts on an existing road having a right-of-way of less than the minimum width required in this chapter, an ultimate right-of-way shall be established. The Borough's Engineer recommended conditional approval subject to these conditions: Show the "future right-of-way" on the plan sheets to meet Borough standards. Add a note to the plan to indicate that the future right-of-way will be granted by the landowner of record at any time in the future upon the written request from Borough Council. **Modification of 315 – Stormwater Management:** Allow waiver of requirement for Stormwater Management. The Borough's Engineer recommended conditional approval since no proposed construction or improvement are proposed; subject to these conditions: Add the following notes to sheet 1 of the plan: The stormwater management planning requirements are deferred until such time any future improvements are proposed on Lot 2. Prior to issuance of a building permit or commencing any earth disturbance or construction on Lot 2, the owner shall submit a stormwater management plan for review and approval by the Borough in full compliance with the Borough Stormwater Management Ordinance.

PERSONNEL ADVISORY COMMITTEE REPORT

Mrs. Magni made a motion out of committee to approve the Standing Operating Procedures for Boards and Commissions Appointments. The motion passed unanimously.

PUBLIC WELFARE AND PUBLIC WORKS ADVISORY COMMITTEE REPORT

Ms. Hauck mentioned the committee did not meet however there is a request to close a road for the annual Quaker Hills Block Party. The closure would be on Fresh Meadow Drive between Green Hills Drive and Glen Oaks Drive. The block party is scheduled for Saturday, June 5th from 3:30 p.m. to 8:30 p.m. Ms. Hauck made a motion, seconded by Mrs. Gerber to close the road for the annual Quaker Hills block party. The motion passed with Mrs. Magni abstaining.

May 25, 2021
MILLERSVILLE BOROUGH COUNCIL MEETING MINUTES

Ms. Hauck on behalf of Council, submitted the Borough's application to participate in the PA DEP's Local Climate Action Program (LCAP). We should know if the borough is accepted as a participant in July.

Council President pointed out that the April monthly Code-Zoning Activity report was included in the packet for informational purposes.

FINANCE ADVISORY COMMITTEE REPORT

Mrs. Gerber mention the committee did not meet. She made a motion to approve the Ordinance to amend the Sewer Tapping Fees. Mrs. Magni seconded the motion. Mr. Ostrowski asked what the difference in fees were. The combined fee increase is \$999. With no further discussions the motion passed by a unanimous voice vote.

ORDINANCE BOOK
ORDINANCE NO. 2021-01

Mrs. Gerber made a motion to approve the April 2020 monthly financial statements as presented. Mrs. Magni seconded the motion. With no discussions the motion passed by a unanimous voice vote.

MAYOR'S REPORT

Mayor Aichele asked Lt. Margevich to give the April monthly Police Report. The following breakdown was provided. 260 Calls for Service, 2 ordinance complaints, 1 ordinance citation, no DCR's (Disruptive Conduct Reports), 13 criminal arrests (8 adults, 5 juveniles), 2 Part I Offenses with none cleared this month, 22 Part II Offenses with 15 cleared giving an 68% clearance rate. Total traffic violations were 27 (13 speeding violations, 14 other traffic citations), 8 vehicle accidents, 82 parking tickets issued, and total vehicle miles patrolled were 3,390 miles.

Mayor Aichele read a letter of appreciation from a resident supporting and praising the Borough Police.

MILLERSVILLE UNIVERSITY REPORT

Noting that Dr. DeSantis was unable to connect, Council President read the report he had sent via email. Commencement ceremonies took place May 6th through May 8th for undergraduate and graduate students from 2020 and 2021. The Staff is returning to campus full-time starting in July. Adherence to CDC, PA-DOH and PASSHE health and safety guidelines remain in effect. Proud to report that summer classes and activities already taking place and registration for summer sessions is active. A commissioning ceremony is the culmination of years of study and training. They are proud to announce that on May 16th Victoria Brown, Sebastian Venable, Faith Willenbrock, who were part of the Millersville University Army Reserve Officers' Training Corps (ROTC) program, were commissioned at a ceremony in the Winter Center on campus. As mentioned earlier, Millersville University is gearing up for a full return to campus starting in July, with the Fall semester including a full return to normal distribution of face to face and online classes. We are planning to operate at full capacity in our

May 25, 2021
MILLERSVILLE BOROUGH COUNCIL MEETING MINUTES

residence halls and will return to actively hosting on-campus University events, lectures, and student organization activities. Additionally, intercollegiate athletics will continue in compliance with NCAA and PSAC guidelines. Millersville University is launching a campaign to fund major renovations to their 53-year-old athletic stadium. They are thrilled to report that they have received a record-breaking gift of 1.5 million dollars, the largest ever for Millersville's athletic program, from a Manheim Township native and 1954 Millersville University graduate Lois Morgan. Using all private funding, Millersville is embarking on a three-step renovation plan for Biemesderfer Stadium. The plan includes overhauling and expanding the locker rooms and athletic training rooms, then installing a video scoreboard and adding a new press box. For the seventh time in eleven seasons, the Millersville University baseball team has earned the title of the 2021 PSAC Eastern Division Champions. The Marauders now head to the NCAA Atlantic Regional field, beginning on May 27th.

PENN MANOR REPORT

Noting that Ms. DeVinney was not present in person and unable to Zoom in, there was no report.

BOROUGH MANAGER REPORT

Borough Manager discussed the PSAB annual meeting, which is virtual this year. It is unclear that we will need a delegate for voting purposes, but it is advisable that we designate a delegate in case we need one. Council President has already registered for the free conference and is willing to act as the delegate. Council voted unanimously to designate Council President as the delegate.

PRESIDENT'S REPORT

President Smith noted that our Borough Solicitor has sent notification to the solicitor for the Rt. 999/741 property owner, informing them of this council vote. Borough Manager noted that a letter has also been sent to the developers. (At our last borough council meeting, we voted to focus on our comprehensive plan, which will include both the opportunity for community feedback, and a careful analysis of the potential impacts of growth. In the meantime, our Borough Manager/Solicitor will contact the property owner of the Rt. 999/741 property and let the property owner know that council will not be discussing any changes to the Zoning Ordinance until after the comprehensive plan is completed. That way, the property owner has the option to build according to code or wait to see what their options are. In the meantime, the community has ample opportunity to provide feedback, and we have time to do some fact-finding as well. The property owner can still file an official application, and Council is required by law to address it and to vote on the official application.)

We are already getting interest about our comprehensive plan process. Council President received an email from the president of a local company focused on customer insights, expressing interest in meeting. President Smith responded that the RFP will soon be advertised and encouraged her to look at the RFP and apply through the official process if she is interested.

May 25, 2021
MILLERSVILLE BOROUGH COUNCIL MEETING MINUTES

Council President expressed her heartfelt thanks to the borough staff, the borough police department, and the council members for all their hard work, time, and effort.

NEW BUSINESS

Request for Proposals (RFP) for Comprehensive Plan - Mrs. Miller asked to clarify the timeline and the process of how the RFP for the Comprehensive Plan will work. The Borough Manager shared the following information: The Borough paid \$20,174 for a strategic plan update approximately ten years ago to URS. The Borough Manager called PSAB and talked with Joshua and he said that complete comp-plans vary in cost depending on the size of the Borough, population, and scope of work. From their records, full-comp plans in the last 18 months, have ranged from \$45,000 to \$150,000 for the Boroughs that they have information from. Joshua asked why we were doing a complete plan, and the Borough Manager told him because we did our original comp plan 20 years ago, and an update 10 years ago, and because that is what the Borough Planning Commission is recommending. He said most Boroughs are built out and wonder about Millersville, as we are a college town. He was told that we are basically built out, except for 3 decent size tracks of land. Other interesting information he told the Borough Manager was once the RFP goes out, you should allow 2 to 3 months for the applicants to respond. This gives them time to research your community and you get a better chance for better numbers. When asked how long a full-comprehensive plan would take, he replied once the bid is awarded and all the paperwork is approved and signed, depending again on the scope of work and size of your Borough, it should take 12 to 18 months. Council voted unanimously to approve the RFP for the comp plan.

Council President respectfully requested that Council members who feel that it is safe to do so return to Council meetings in person in June, and that we look towards late July as the goal for all of us to return in person, presuming that there are no new spikes or outbreaks. Council President provided the following information: The county's metric right now for the number of new confirmed cases per 100,000 in the county population during the last 14 days is 137. The target is below 50. Clearly, we have some ground to make up. The trend is encouraging however, the metric has dropped from 872 on 05/05/2021. The expectation is that this trend will continue in the right direction over the next two months. Hospitalization rates are also dropping. On the other hand, all of us who are interested have ample opportunity to get vaccinated. While vaccines are never 100%, trial studies find that these vaccines provide about 95% protection. If you wear a mask, your rate of protection is higher. These trial studies were conducted when there were no mass vaccinations yet, so they likely confer more protection now. Those who have been infected while fully vaccinated have all been asymptomatic cases and very mild. As of 5/21/2021, 43.2% of Lancaster County's population has received both shots, and 52.9% has received at least one shot. Keep in mind this includes the entire population, including children, so the percentage of Lancaster County's adult population with both shots is much higher. This number should be going up as well. There might be some trepidation in attending a long meeting within an indoor confined space with people who are not friends and family. It might take some time to get used to this, and to also continue to have the county infection rates come down, and the county vaccination rates go up a little bit more. It is reasonable to request that while those feel safe join the meetings in-person now, we aim to look at late July for a target for returning to fully in-person meetings.

May 25, 2021
MILLERSVILLE BOROUGH COUNCIL MEETING MINUTES

Our emergency declaration also expires on 07/27/2021. When that happens, we likely will not have the legal provision of meeting online, and will return to the Borough ordinance, which does require us to meet in person, except for specific allowances. We will make sure that seating is socially distanced, and you are encouraged to continue to wear masks. Mr. Ostrowski suggested that Council President email the Borough ordinance about meeting attendance to the entire Council as a reminder.

Ms. Hauck asked about committee meetings, and Council President proposed that committee chairs, in consultation with their committee members, decide on a case-by-case basis whether to hold meetings remotely or in-person. Some agendas are appropriate for in-person meetings and others for remote meetings.

Council President would also like to propose that we provide an opportunity for residents to attend the council meetings remotely or to view the council meetings remotely at least through the end of this calendar year.

UNFINISHED BUSINESS

Disabled Veterans' Tax Exemption - After reviewing the materials the Borough Manager sent out, Council President noted that this is a state law, and that it is the State Commission of Veterans Affairs that grants the exemption of real estate taxes. This means that we do not have any right to weigh in on this issue. Council voted to rescind the motion from the last meeting to approve this exemption. It passed unanimously.

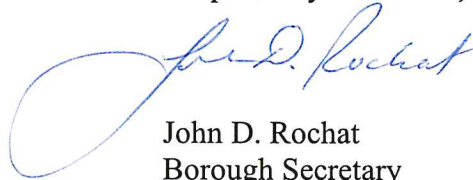
EXECUTIVE SESSION

None

ADJOURNMENT

Having no further business to discuss, Mr. Ostrowski made a motion to adjourn the meeting at 8:25 p.m., seconded by Ms. Bellile.

Respectfully submitted,



John D. Rochat
Borough Secretary

JDR/cas/jle