

November 11, 2025

**MILLERSVILLE BOROUGH COUNCIL MEETING MINUTES**

The MILLERSVILLE BOROUGH COUNCIL MEETING was held on Tuesday, November 11, 2025, 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 President (CP) Joseph Lane. CP Lane took a moment to recognize the sacrifices of our nation’s veterans. He also recognized the passing of Steven Giberson, the husband of Council Member Phyllis Giberson, and he asked those present to keep Council Member Giberson in their thoughts during this time. The meeting then began with a pledge to the flag as well as an observed moment of silence.

**COUNCIL MEMBERS**

Joseph Lane  
Phyllis Giberson – absent  
Angela Cuthbert  
Michael Kaufhold

David T. Aichele, Mayor  
Linda Bellile  
Mary Ann Gerber  
Marianne Kerlavage – absent

**OTHERS PRESENT**

Phil Lastowski, 101 E. Charlotte Street, Millersville  
Ed and Stephanie Hersh, 72 Blue Rock Road, Millersville  
Michael Miklos, 67 W. Charlotte Street, Millersville  
Dorothy Imel, 1902 Blue Ridge Drive, Lancaster  
David Sykes, 344 Valley Road, Millersville  
Phil Gerber, 122 Village Drive, Millersville  
Rob Moyer, Borough Code Enforcement/Zoning Officer & BCO, CCIS  
Kyle Miller, Borough Street Superintendent  
Les McMullen, Borough Wastewater Treatment Plant Superintendent  
Emma Danae Droz, Borough Part-Time Administrative Coordinator  
Rebecca DeSantis-Randall, Borough Manager  
Jeff Margevich, Borough Chief of Police

**APPROVAL OF MINUTES**

CP Lane made a motion to approve the October 28, 2025, minutes. Council Member (CM) Bellile seconded the motion. The motion passed unanimously.

**CITIZEN REQUESTS OR CONCERNS:** None

**FINANCE ADVISORY COMMITTEE MEETING**

CP Lane took a roll call of the members of the Finance Committee, in which two of the four members were present (CMs Lane and Gerber). Due to the lack of quorum, the committee tabled review and approval of October Financial Reports until the next meeting.

Due to the time-sensitive nature of the 2026 Proposed Budget, CP Lane then closed out the Finance Committee meeting and opened the next discussion to the whole of Council.

November 11, 2025

**MILLERSVILLE BOROUGH COUNCIL MEETING MINUTES**

**CONSIDERATION AND APPROVAL OF THE 2026 PROPOSED BUDGET**

CP Lane brought forward review of the Proposed 2026 Budget, including review of Millage Rate Scenarios, Solid Waste Rate Scenarios, and Fee Schedule Recommendations.

- a. Council first reviewed millage rate scenarios. CP Lane spoke of the need for a millage rate increase, and he recommended a 3/4 mill increase. Manager DeSantis-Randall noted that the proposed budget assumed such an increase as well as an increase in the trash rates. Both increases aligned with the new Fund Balance Policy's goal to maintain three months of expenditures in all operating funds as unreserved fund balance. CMs Gerber and Kaufhold expressed their discomfort with increasing tax rates, but agreed that the 3/4 mill increase appeared unavoidable. CP Lane also noted that with the upcoming 2027 Reassessment, it has been difficult to accurately predict future scenarios.
- b. Council then moved onto discussion of Solid Waste Rate Scenarios. Manager DeSantis-Randall recommended approval of the \$12 increase to break even, as well as increases to the cost of trash tags.
- c. Lastly, Council discussed fee schedule recommendations. The only new item was the addition of a handicap parking application fee. This fee covers the costs of installing a handicap parking sign.

After discussion, CP Lane made a motion to approve the 2026 proposed budget as presented, out of committee. CM Gerber seconded the motion. The motion passed unanimously.

**PERSONNEL ADVISORY COMMITTEE MEETING**

CM Gerber took a roll call of the members of the Personnel Committee, in which all four members were present (CMs Gerber, Bellile, Kaufhold, and Cuthbert).

CM Gerber brought forward approval of retirement letter of Bob Fry, Maintenance Worker II. CM Gerber made a motion to accept the retirement of Bob Fry. CM Bellile seconded the motion. The motion passed unanimously.

CM Gerber then brought forward approval to appoint a current police officer to the role of Investigator in the Police Department. The Committee discussed the details of the position in light of the police contract, noting the position could be either temporary or long term. Mayor Aichele and Chief Margevich noted the increase in investigative workload that Chief and Lieutenant Jason Scott have experienced. They also noted that Lt. Scott would be eligible for retirement in 2026, and they wanted him to begin the training of a new investigator. Mayor and Chief expected to have a name for the committee's approval at the next meeting. After discussion, CM Gerber made a motion to allow the appointment of a current Police Officer to the role of investigator after putting out the opportunity to the department's staff. CM Kaufhold seconded the motion. The motion passed unanimously. This item moves out of committee.

November 11, 2025

**MILLERSVILLE BOROUGH COUNCIL MEETING MINUTES**

CM Gerber then closed out the Personnel Committee meeting.

**PUBLIC WELFARE AND PUBLIC WORKS ADVISORY COMMITTEE**

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

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

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

**MAYOR'S REPORT:** None

**BOROUGH MANAGER'S REPORT**

Manager DeSantis-Randall brought forward the request for authorization to advertise the 2026 Proposed Budget and to authorize the Solicitor to send the necessary legal notice. CP Lane made a motion to authorize the advertising of the 2026 proposed budget and authorize the Solicitor to send the necessary legal notice. CM Bellile seconded the motion. The motion passed unanimously. Manager DeSantis-Randall then noted that Council would then vote on the final budget on December 9<sup>th</sup>.

Manager DeSantis-Randall then brought forward authorization of the Borough Solicitor to provide legal notice of the Tax Levy Ordinance. CP Lane made a motion to authorize the Solicitor to provide the legal notice of the tax levy ordinance to increase the tax millage rate to 7.30. CM Bellile seconded the motion. The motion passed unanimously.

Manager DeSantis-Randall brought forward authorization to draft and advertise the Proposed General Fee Schedule and Solid Waste Fee Schedule Resolutions. CP Lane made a motion to authorize the drafting and advertising of the resolutions allowing for the proposed updates to the general fee schedule and the Solid Waste fee schedule. CM Bellile seconded the motion. The motion passed unanimously.

Manager DeSantis-Randall brought forward approval to advertise Maintenance Worker II Position. CP Lane made a motion to authorize the advertising of the Maintenance Worker II position. CM Bellile seconded the motion. The motion passed unanimously.

Lastly, Manager DeSantis-Randall then brought forward two related items. She began with discussion and request for approval of job description for Administrative Specialist position and approval to advertise. Due to staffing changes with the role of Finance Officer, Manager DeSantis-Randall recommended the creation of a new role to combine parts of the Finance Officer role with the Part Time Administrative Coordinator role. The Finance Officer position had a history of individuals who either left or struggled in the position. With this change, Manager DeSantis-Randall also recommended the Borough outsource some accounting services to the Borough's current auditor, SEK, and she also brought forward discussion and approval of proposal from SEK for Outsourced Accounting Services. SEK would become responsible for completing bank reconciliation, journal entries, and other accounting tasks. This change would

November 11, 2025

**MILLERSVILLE BOROUGH COUNCIL MEETING MINUTES**

mean an increase in accounting spending in the short term, but significant savings in the long term due to cleaner books and shorter auditing periods. SEK could no longer serve as the Borough's auditor and would assist the Borough in finding a new auditing firm. In the long term, Manager DeSantis-Randall hoped that this change would be expenditure neutral. Council then asked Manager DeSantis-Randall a series of questions with discussion:

- Council asked about the cost difference, which Manager DeSantis-Randall noted would be between \$10,000 and \$15,000 between SEK's proposal and the savings from reorganizing the positions in the administration. Council discussed potential additional savings, including a hopeful shorter audit for the Rutter Fund.
- Council asked whether the Borough would be able to find a new auditing firm, as SEK was previously the only firm who would take the Borough. Manager DeSantis-Randall noted SEK has a partner firm which would likely take the Borough on.
- Council asked about the future of the current Part Time Administrative Coordinator role. Manager DeSantis-Randall confirmed it would be eliminated.
- Council asked about the new position's salary, which would start at \$62,000.
- Council noted the Borough's unique budgeting and accounting system, and that it was hard for any individual to understand it. They noted that SEK's understanding of the system was very valuable.
- Council asked about SEK's contract length. Manager DeSantis-Randall stated it would be the same as the Borough's other professional services and would be up for reapproval each year with the ability to terminate mid-year with prior notice.
- Council asked about the cost of bringing on a new auditing firm. Manager DeSantis-Randall noted that SEK provided an estimate.

CP Lane finally noted that he would prefer to wait until the Borough had a new auditing firm in place, but that he understood the need to move forward with this decision now. Manager DeSantis-Randall stressed how much she weighed this decision and that it was not made lightly. She also noted that it could be a short-term solution, but that it was needed for the Borough at this time.

After discussion, CP Lane made a motion to approve the job description for the Administrative Specialist position and to advertise the role. CM Gerber seconded the motion. The motion passed unanimously.

CP Lane then made a motion to accept the proposal from SEK for outsourced accounting services, starting on 12/1/2025. CM Bellile seconded the motion. The motion passed unanimously.

PRESIDENT'S REPORT: None

UNFINISHED BUSINESS: None

CITIZEN REQUESTS OR CONCERNS: None

November 11, 2025

**MILLERSVILLE BOROUGH COUNCIL MEETING MINUTES**

EXECUTIVE SESSION: None

ADJOURNMENT

CM Bellile made a motion to adjourn. CP Lane seconded the motion. The motion passed unanimously. The meeting adjourned at 6:45 PM.

Rebecca DeSantis-Randall  
Borough Secretary

RADR/edd