

October 27, 2020
MILLERSVILLE BOROUGH COUNCIL MEETING MINUTES

The MILLERSVILLE BOROUGH COUNCIL MEETING was held on Tuesday, October 27, 2020 in the Millersville Borough Public Meeting Room located at 100 Municipal Drive, Millersville, Pennsylvania.

The meeting was called to order at 7:01 p.m. by Council President Carrie Smith followed by the pledge to the flag and a moment of silence was then observed.

COUNCIL MEMBERS

Carrie L. Smith	David T. Aichele, Mayor
Lauren E. Hauck (via teleconference)	Brooke G. Magni (via teleconference)
Linda L. Bellile (via teleconference)	Mary Ann Gerber (via teleconference)
Daniel P. Ostrowski (via teleconference)	Jenna L. Erb (via teleconference)

OTHERS PRESENT

John D. Rochat, Borough Manager & Millersville Borough Chief of Police
Jessie L. Ebersole, Millersville Borough Finance Officer (via teleconference)
Dr. Victor DeSantis, Millersville University (via teleconference)
Mamie Covell, Millersville University Student Advisor (via teleconference)
Josele Cleary, Borough Solicitor - Morgan, Hallgren, Crosswell & Kane
Claire DeVinney, Penn Manor High School Student Advisor
Elaine Jones, LNP
Stephanie Hersh, 72 Blue Rock Road, Millersville
David Sykes, 344 Valley Road, Millersville (via teleconference)
James Kirk, 617 Crestgate Place, Millersville
Sam Bigler, 17 Wabank Road, Millersville

CITIZENS' REQUESTS OR CONCERNS

None

MINUTES

None

REPORTS OF BOARDS, COMMITTEES, AND COMMISSIONS

None

PERSONNEL ADVISORY COMMITTEE REPORT

Mrs. Magni made a motion out of committee to appoint Claire DeVinney as the Penn Manor High School Student Representative. With no discussions the motion passed by a unanimous voice vote.

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Mrs. Magni made a motion out of committee to approve the changes and enter into the employment contract with John D. Rochat as the Borough's Chief of Police effective 1/1/2021. With no discussions the motion passed by a unanimous voice vote.

Mrs. Magni made a motion out of committee to approve the resolution to reappoint Cindy Bigler to the Educational Service Agency for another 3-year term. With no discussions the motion passed by a unanimous voice vote.

RESOLUTION BOOK
RESOLUTION NO. 2020-20

Mrs. Magni made a motion out of committee to approve the resolution to reappoint Lauren Hauck for another 4-year term to the Borough's Planning Commission. With no discussions the motion passed by a unanimous voice vote.

RESOLUTION BOOK
RESOLUTION NO. 2020-21

Mrs. Magni made a motion out of committee to approve the changes to the benefit policy for the Borough Manager and all other Non-Union fulltime employees. It was noted that the changes to the benefit policy were necessary to satisfy the Auditor's suggestion of formalizing sick and vacation policies for the Borough Manager. With no discussions the motion passed by a unanimous voice vote.

Mrs. Magni made a motion out of committee to approve the salary increase of 2% for the Crossing Guards effective 1/1/2021. With no discussions the motion passed by a unanimous voice vote.

Mrs. Magni made a motion out of committee to approve the salary increases as presented for the part-time employees effective 1/1/2021. It was noted that one employee will be given a higher than the 25 cents per hour increase due to filling the vacancy of the recent retiree which holds more responsibilities. With no discussions the motion passed by a unanimous voice vote.

Mrs. Magni made a motion out of committee to approve the salary increases of all other Non-Union fulltime employees to that of the recently signed Non-Uniform AFSCME agreement. (1.5% retroactive raise for 1/1/2020 and 3% or a minimum of 75 cents per hour effective 1/1/2021). It was noted that these employees will also contribute to their employee's health insurance plan starting in 2021, except for Chief Rochat, as he is enrolled in the Police's health plan. With no discussions the motion passed by a unanimous voice vote.

PUBLIC WELFARE AND PUBLIC WORKS ADVISORY COMMITTEE REPORT

None

FINANCE ADVISORY COMMITTEE REPORT

Mrs. Gerber made a motion out of committee to release the 2020 budgeted contributions to the Lancaster Library in the amount of \$2500, Meals on Wheels in the amount of \$500, and Lancaster EMS in the amount of \$2500. With no discussions the motion passed by a unanimous voice vote.

Mrs. Gerber made a motion out of committee to advertise the ordinance to revise the Non-Uniform Employee Pension Plan. It was noted that the Defined Benefit Pension Plan Joinder Agreement will be amended to eliminate future part-time employees from being active plan

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members. The change refers to six consecutive months and 35 hours per week for both service credits and vesting purposes, rather than 1000 hours.

Mrs. Gerber made a motion out of committee to approve the September 2020 monthly financial statements as presented. With no discussions the motion passed by a unanimous voice vote.

Mrs. Gerber made a motion out of committee to approve the Credit Card Policy. It was noted that the creation of the credit card policy was to satisfy the Auditor's suggestion to detail the appropriate use of the credit card and requisite documentation.

Mrs. Gerber mentioned the Advisory Committee had reviewed the details of each separate fund of the Borough and were in agreement to proceed with the approval of the budgets as presented in the 2021 Annual Budget Proposal. Mrs. Gerber made a motion out of committee to advertise the 10-day public inspection of the 2021 proposed budget with a November 24, 2020 consideration adoption date. Mrs. Gerber noted that there would be no tax millage increase and explained that the deficient shown to balance the budget would be taken from reserve. It was also noted that the sewer charges and the trash and recycling fees would remain the same. Chief Rochat thanked the department heads for being responsible in maintaining and in some cases reducing their expenditures. He also noted that the Borough would be putting off a capital purchase for an administration vehicle used by the Zoning and Code Enforcement Officer. With no further discussions the motion passed by a unanimous voice vote.

Mrs. Gerber mentioned that the other recommendation by the Borough's Auditor for cyber security training with all borough staff is underway.

MAYOR'S REPORT

Mayor Aichele performed the Oath of Office for the Penn Manor High School Student Claire DeVinney, as an Advisor to the Millersville Borough Council. Mayor Aichele mentioned that the Borough Police Department's SOP (Standard Operating Procedures) are being updated and in the process of review.

MILLERSVILLE UNIVERSITY REPORT

Ms. Covell reported that the construction of the Divine Nine and Cultural Greek Council Unity Plots, a walkway that includes twelve plots representing the traditional Black Greek lettered organizations and other Latinx fraternities and sororities, is underway on Campus located along Shenks Lane near the Student Memorial Center. She also reported that the Department of Housing and Residential Programs (HARP) is offering a new virtual tour option of all the campus residence halls.

Dr. DeSantis gave thanks to the Mayor and Borough Manager, along with the School Superintendent and his staff for continuing to meet monthly to discuss items of mutual concern. He noted that MU has kept a very low number of new positive cases over the past few weeks with only two new cases reported while the previous week saw three new cases. He reported that their Virtual Home Coming events have been proceeding as planned in the month of October. This has been a year to imagine a new way of hosting Homecoming. The Virtual Scavenger Hunt has been one of the most popular events. For the Winter and Spring semesters he gave note that students will be departing campus on November 20th to complete their final two weeks online. The Winter session is almost completely online this year and the Spring semester is planned for a similar format with a majority of classes being online. Residence hall students will return, and classes will begin on January 29th with no Spring break on the calendar.

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PENN MANOR REPORT

Miss DeVinney reported that the next scheduled meeting of the Penn Manor School Board will be held on Monday, November 16, 2020 at 7:00 p.m. in the Boardroom of the Manor Middle School. They will re-evaluate and possibly re-open the school district full-time with in-person instruction. She reported on the construction project noting that the West gym has been demolished and that multiple fire alarms were triggered due to the dust during demolition.

BOROUGH MANAGER REPORT

Chief Rochat mentioned that the Borough Office will be closed for Election Day. The public meeting room, lobby and restrooms will be professionally cleaned afterwards and that the County will reimburse up to \$400 for cleaning services.

PRESIDENT'S REPORT

President Smith thanked Ms. Hauck for running the last Council meeting in her absence. She noted the Borough Council's Personnel Advisory Committee leadership has changed by thanking Mr. Ostrowski who is stepping down as Chairman. She stated her appreciation for his leadership during the year, especially during the AFSCME contract negotiations. She then welcomed and thanked Mrs. Magni for her willingness to Chair the advisory committee and thanked Ms. Bellile for moving into the Vice Chairman position. She mentioned an email she received from Jamie Hall of the Lancaster Public Library extending an offer to meet with Council to provide any updates on the Library and Millersville Borough's residents use and to thank us for our continued support. She also mentioned Trick or Treat is Friday night from 6-8 p.m. The weather is predicting 100% chance of rain on Thursday into Friday morning but then clearing for Friday night.

Mr. Kirk of 617 Crestgate Place asked Council to consider a request to arrange the public meeting room for social distancing and have Council members attend in-person. He also asked for a request to a permanent fix to the issues of hosting public virtual meetings.

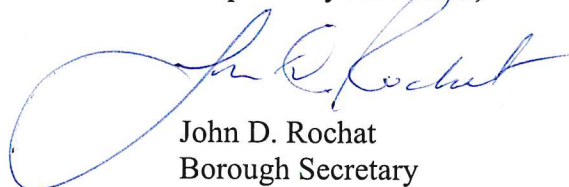
EXECUTIVE SESSION

Council broke for an executive session at 8:04 p.m. for the purpose of discussing legal formalities. President Smith stated that there will not be a motion coming out of the executive session. She invited the Mayor and the Borough Manager to attend and asked everyone else to please sign off.

ADJOURNMENT

Coming out of executive session at 9:05 p.m. Mr. Ostrowski made a motion, seconded by Ms. Bellile to adjourn the meeting.

Respectfully submitted,



John D. Rochat
Borough Secretary

JDR/jle