

October 8, 2024

MILLERSVILLE BOROUGH COUNCIL MEETING MINUTES

The MILLERSVILLE BOROUGH COUNCIL MEETING was held on Tuesday, October 8, 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 President (CP) Joseph Lane. The meeting began with a pledge to the flag as well as an observed moment of silence.

COUNCIL MEMBERS

Marianne Kerlavage
Phyllis Giberson
Mary Ann Gerber
Linda Bellile

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

OTHERS PRESENT

David Sykes, 344 Valley Road, Millersville
Dorothy Imel, 1902 Blue Ridge Drive, Lancaster
Richard Frantz, 55 North Duke Street, Millersville
Ed Hersh, 72 Blue Rock Road, Millersville
Phil Gerber, 122 Village Drive, Millersville
Krista Gardner, CPA, SEK
Kyle Miller, Borough Streets Superintendent
Les McMullen, Borough Wastewater Treatment Superintendent
Luke Pennington, Borough Finance Officer
Rob Moyer, Borough Code Enforcement/Zoning Officer & BCO
Emma Danae Droz, Borough Part-Time Administrative Coordinator
Rebecca DeSantis-Randall, Borough Manager
Jeff Margevich, Borough Chief of Police

APPROVAL OF MINUTES

Council Member (CM) Giberson made a motion to approve the September 24, 2024 minutes. CM Kerlavage seconded the motion. The motion passed with a unanimous vote.

CITIZEN REQUESTS OR CONCERNS: None.

PRESENTATION OF 2023 AUDIT

Krista Gardner, CPA, of SEK presented the draft results of the Borough's 2023 Audit. In her presentation, Ms. Gardner reviewed the responsibilities of both SEK and the Borough during the auditing process, the scope and results of the draft audit, other required communications, matters of internal control, and financial highlights. The overall result of the audit was an unmodified opinion in relation to Borough compliance with the modified cash basis of accounting. Key takeaways of the report included three material weaknesses present in the Borough finances, including difficulty in segregation of duties due to staff size, the need for material audit adjustments, and the need for better bank reconciliations. Ms. Gardner noted that these material weaknesses were all present during the 2022 audit but have been greatly improved

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in the 2023 audit, and SEK's work with Borough staff has shown further improvement in 2024. Ms. Gardner also shared SEK's suggestions to the Borough in order to alleviate the material weaknesses, including updating Borough accounting software, completing a fund and account structure analysis, and others.

FINANCE ADVISORY COMMITTEE MEETING

CP Lane did a roll call of the members of the committee, in which all four members were present (CMs Lane, Gerber, Giberson, and Kerlavage).

Manager DeSantis-Randall and Borough staff presented Part I of the proposed 2025 budget, which covered 2024 and 2035 highlights for general fund departments of administration, police, and streets/park. She noted that the Borough goal was to have a balanced budget, and that the current proposed budget was running a deficit. This would need be addressed by a combination of increased fees and reduced expenditures.

In the overall highlights of Borough revenues for 2025, real estate taxes made up the primary source of revenue, and Manager DeSantis-Randall recommended Council carefully consider an increase in real estate taxes due to inflation over the last few years and other factors. Council asked clarifying questions relating to various general fund revenue line items, including the price for cable franchise contracts in the future, the source of payments in lieu of taxes (PILOT), the source of the miscellaneous revenue, and the source of contributions and donations.

Manager DeSantis-Randall presented highlights for the Administrative/Legislative Department. Key 2025 highlights included cybersecurity training, replacement of expired computers, the Hometown Heroes Banner Project, new accounting/permitting/utility billing software, new payroll software, a rise in health insurance premium rates, and establishment of a certified safety committee. Mayor Aichele inquired into the Borough's IT firm, Sidium, and its advisory role in the replacement of the expired computers.

Chief Margevich presented highlights for the Police Department. Key 2025 highlights included the previously noted replacement of expired computers, hiring of an additional police officer, and replacement of a patrol vehicle.

Manager DeSantis-Randall presented highlights for Community Services, including contributions to the Blue Rock Regional Fire District, the Lancaster County Library, Lancaster EMS (LEMSA), and others. CM Bellile shared the Blue Rock Regional Fire Commission's recommendation that a portion of the budgeted contribution to LEMSAs be given instead to the LOFT due to LEMSAs moving to a different building in the Borough and the LOFT moving into LEMSAs's current space. She also reported that the Commission was anticipating an increase in 2025 budget numbers due to Blue Rock's new building.

Manager DeSantis-Randall presented highlights for Codes and Zoning, noting the increase in permits between 2023 and 2024. She further recommended increases and additions to the Borough Fee Schedule, particularly relating to Codes and Zoning activities and the new short term rental ordinance.

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Street Superintendent Kyle Miller presented highlights for the Street/Park Department. Key highlights for 2025 included crosswalk thermoplasting, shop entry door replacement, purchase of new ¾ ton truck, traffic signal upgrades, Phase I of the park master plan with anticipated 50% grant funding, and paving.

Finally, Manager DeSantis-Randall gave a brief overview of the Borough's anticipated health insurance renewal for 2025. The remainder of the proposed 2025 budget would be addressed at the special finance advisory committee meeting on October 10th.

With no further agenda items and no further questions, CP Lane closed out the Finance Committee meeting.

PERSONNEL ADVISORY COMMITTEE MEETING

CM Eager did a roll call of the members of the committee, in which all four members were present (CMs Eager, Bellile, Kaufhold, and Gerber).

CM Eager brought forward the first item on the Personnel agenda, which was consideration of the 2025 crossing guards' salary and the comparison of the price of hiring crossing guards versus contracting out crossing guard services to Crossing Guard Services LLC. Discussion included consideration of requiring Penn Manor to sign the third-party contract. The Chief also pointed out that the budgeted price for hiring crossing guards was significantly affected by the inclusion of police officers' salaries and the need to provide new radios. After discussion, CM Gerber made a motion to move forward with the preparation of the contract with Crossing Guard Services LLC, with an additional request to look into Penn Manor School District signing the contract as well. CM Bellile seconded the motion. The motion passed with a unanimous vote. This item moves out of committee.

The committee then considered the 2025 proposed salaries for part-time employees and proposed salaries and benefits for Borough management. The committee determined both seemed reasonable.

As the final item, CM Gerber made a motion to accept the reappointment of Lauren Hauck to the Planning Commission for another four-year term ending on 10/31/28. CM Bellile seconded the motion. The motion passed with a unanimous vote. This item moves out of committee.

With no further agenda items and no further questions, CM Eager closed out the Personnel Committee meeting.

PUBLIC WORKS AND PUBLIC WELFARE ADVISORY COMMITTEE

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

CM Giberson opened the PW&PW Committee meeting with review of a Capital Improvement Plan (CIP) for budget inclusion. Manager DeSantis-Randall discussed the CIP's goal to help incorporate large projects and expenses into the budgeting and investment process

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over the next five years. The committee discussed the value of the CIP and determined it was reasonable for the budget moving forward.

CM Giberson then brought forward discussion of a draft Limited Commercial Overlay District Ordinance. The ordinance was a recommendation from the Borough's Comprehensive Plan, with a goal to provide revitalization options for a section of the Borough while preserving historic buildings. The committee briefly discussed the history of the ordinance. CM Giberson made a motion to advertise the draft "Ordinance to Amend the Millersville Borough Zoning Ordinance to Create a New Limited Commercial Overlay (LCO) District that would apply generally along portions of the east side of George Street, north of James Street to include three lots north of Normal Street, and to include adjacent lots along both sides of E. Frederick Street" for future adoption by Council out of committee. Discussion continued on informing the effected property owners, which would be completed once the committee approved advertisement, and Manager DeSantis-Randall also noted that the overlay would be optional for any properties involved. CM Kaufhold seconded the motion. The motion passed with a unanimous vote. This item moves out of committee.

With no further agenda items and no further questions, CM Giberson closed out the PW&PW Committee meeting.

MAYOR'S REPORT: None.

BOROUGH MANAGER'S REPORT

Manager DeSantis-Randall brought forward discussion and approval of Wynfield at Millersville's escrow reduction request. She recommended approval, reporting that the project is moving along, and the engineer's items have been addressed in a manner consistent with receiving some escrow back. CP Lane made a motion to approve the escrow reduction request for the Wynfield at Millersville development by \$829,260.58, leaving the remaining escrow balance for this project at \$486,145.82. CM Bellile seconded the motion. The motion passed with a unanimous vote.

Manager DeSantis-Randall finally brought forward discussion and approval of the annual "Resolution Reducing Police Officers' Contributions to the Police Pension Plan for 2025." She recommended passage of this resolution to adhere to the contract with the police union, further reporting that, per the arbitration award for 2025, the police officers are set to contribute 2.5% of their pensionable compensation to the police pension plan. CP Lane made a motion to approve the "Resolution Reducing Police Officers' Contributions to the Police Pension Plan for 2025" as prepared. CM Giberson seconded the motion. The motion passed with a unanimous vote.

RESOLUTION NO. 2024-23

Resolution Reducing Police Officers' Contributions to the Police Pension Plan for 2025

PRESIDENT'S REPORT: None.

UNFINISHED BUSINESS: None

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CITIZEN REQUESTS OR CONCERNS: None

EXECUTIVE SESSION: None

ADJOURNMENT

CP Lane made a motion to adjourn. CM Eager seconded the motion. The motion passed with a unanimous vote. The meeting adjourned at 7:39 PM.

Rebecca DeSantis-Randall
Borough Secretary

RADR/edd