

September 10, 2024

**MILLERSVILLE BOROUGH COUNCIL MEETING MINUTES**

The MILLERSVILLE BOROUGH COUNCIL MEETING was held on Tuesday, September 10, 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 (VP) Phyllis Giberson. 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 – absent  
Joseph Lane  
Michael Kaufhold

**OTHERS PRESENT**

David Rhodes, 25 Wabank Road, Millersville  
David Sykes, 344 Valley Road, Millersville  
Sam Bigler, 17 Wabank Road, Millersville  
Dorothy Imel, 1902 Blue Ridge Drive, Lancaster  
Richard Frantz, 55 North Duke Street, Millersville  
Phil Gerber, 122 Village Drive, Millersville  
Julie Crnkovich, 324 Herr Avenue, Millersville  
Kyle Miller, Borough Streets 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

**PUBLIC HEARING:**

There was a public hearing held at the start of the meeting relating to the proposed ordinance to amend Chapter 305 to revise sewer rates. With no public comments and no discussion from Council, a motion was made by CP Lane to approve the ordinance. Council Member (CM) Kerlavage seconded the motion. The motion passed with a unanimous vote.

**ORDINANCE NO. 2024-05**

**Ordinance To Amend Chapter 305 to Revise Sewer Rates**

**APPROVAL OF MINUTES**

CM Giberson made a motion to approve the August 27, 2024 minutes. CM Bellile seconded the motion. The motion passed with a unanimous vote.

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**CITIZEN REQUESTS OR CONCERNS:**

Phil Gerber, of 122 Village Drive, invited those present to attend the Millersville Area Historical Society meeting in the Council Chambers on Saturday, September 14, 2024, to hear CM Kaufhold speak on Edgar Allan Poe.

**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).

CP Lane brought forward the first item on the Finance agenda, which was review and approval of the August Financial Report. With no discussion from the Committee, a motion was made by CP Lane to approve the August Financial Report, which was seconded by CM Giberson. The motion passed unanimously. This item moves out of committee.

The second item on the Finance agenda was presentation and discussion of the Borough's investment strategy presented by Manager DeSantis-Randall and Finance Officer Luke Pennington. The two reported that the goal of the investment strategy was to bring in additional revenue to the Borough. Discussion included review of the Borough's various investment accounts, including accounts in S&T Bank, Fulton Bank, and Uninvest, and the benefits of each institution. In the investment strategy report, Manager DeSantis-Randall and Finance Officer Pennington recommended that the Borough move the majority of its investments from its S&T Bank account into its Uninvest account due to higher available interest rates and better customer service. They also recommended considering moving approximately \$750,000 into a Certificate of Deposit with Uninvest to ensure favorable interest rates in mid-2025, if it makes sense based on market conditions at that time. Council asked questions related to the liquidity of funds and the risk of the accounts. A motion was made by CP Lane to approve of the investment strategy as presented. CM Giberson seconded the motion. The motion passed with a unanimous vote. This item moves out of committee.

The third item on the Finance agenda was presentation of the recommended Minimum Municipal Obligation (MMO) for Borough pension plans by Manager DeSantis-Randall. Manager DeSantis-Randall discussed the MMO as recommended by the Borough's pension advisor, including noting the Borough's past election to contribute the MMO based upon market value of assets due to the number of employees approaching retirement. She noted that the Borough receives state aid towards its pension, which is not reflected in the pension advisor's recommendation. Council asked questions related to the need for resolution to set the police pension percentage and the estimated contribution from the state, in which there is not a need this year. A motion was made by CP Lane to acknowledge and approve the Minimum Municipal Obligation budget for 2025 based upon market value of assets. CM Kerlavage seconded the motion. The motion passed with a unanimous vote. This item moves out of committee.

The fourth and final item on the Finance agenda was presentation of preliminary budget information, schedule, and budget goals by Manager DeSantis-Randall. In the presentation, Manager DeSantis-Randall outlined the budgetary legal requirements of the Borough and the budget schedule through December. Manager DeSantis-Randall explained budgeting technique as a combination of line-item budgeting, zero-based budgeting, and incremental budgeting, with an

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ultimate aim to create a balanced budget. She gave an overview of the chief revenue and expenses anticipated for the budget, with chief revenue source being real estate taxes and primary expenses being labor and associated costs. Manager DeSantis-Randall noted that the Borough had the largest tax-exempt assessment in Lancaster County, at about 40%, due to Millersville University, Penn Manor School District, and Student Lodging Inc., and further noted that Student Lodging Inc. instead has a payment in lieu of taxes (PILOT) agreement. Council asked whether any other entities made a PILOT, and Manager DeSantis-Randall explained the Borough's financial arrangements with Millersville University, including sewer contributions. She then presented a broad fund breakdown and discussed major goals in the Millersville Borough Management 3-Year Plan. Major goals in the 3-Year plan included technology improvements; HR processes; economic and recreation drivers; infrastructure upgrades; and implementation of a Capital Improvement Plan. Council commented on the importance of the special Finance Committee meeting on October 10, 2024 and the timing of the sewer line replacements planned in the Borough.

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

**PERSONNEL ADVISORY COMMITTEE MEETING**

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

CM Bellile brought forward the first item on the Personnel agenda, which was acceptance of the resignation of Anne Thundercloud from the Planning Commission. Manager DeSantis-Randall noted that the administrative team had begun the process of advertising the vacancy. CM Gerber made a motion to accept the resignation of Anne Thundercloud from the Planning Commission. CM Kaufhold seconded the motion. The motion passed with a unanimous vote.

With no further agenda items and no further questions, CM Bellile 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 three of the four members were present (CMs Giberson, Bellile, and Kaufhold).

CM Giberson opened the PW&PW committee meeting with review of the August Code Enforcement Report. Code Enforcement/Zoning Officer Rob Moyer briefly presented the report, noting the distribution of short-term rental violation notices. CM Kaufhold expressed sympathy for individuals affected by the Short-Term Rental ordinance but that it was a legal necessity for the Borough. Code Enforcement/Zoning Officer Moyer also noted that the Streets team had begun to address weeds throughout the Borough but could not work on State-owned streets.

The second item on the agenda was continued discussion of the Pavilion "A" Naming and proposed Borough Naming Policy. The Committee discussed edits to the Borough Naming Policy, including removing the 3-year waiting period for naming after deceased individuals,

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shortening Council's response period for naming applications from 90 days to a 60 days, and eliminating automatic expiration of requests due to Council inaction. CM Giberson motioned to approve the Borough Naming Policy with the discussed edits. CM Bellile seconded the motion. The motion passed with a unanimous vote. This item moves out of committee. CM Giberson then requested that Phil Gerber be prepared to submit his Pavilion "A" naming request in writing once the Policy was officially approved by Council.

The third item on the agenda was continued review of edits to the Borough's RV Ordinance. There was brief discussion regarding the language in the ordinance specifying the required materials for a parking pad, after which CM Kerlavage motioned to approve the RV Ordinance with the discussed edits. CM Bellile seconded the motion. The motion passed with a unanimous vote. This item moves out of committee.

The fourth item on the agenda was continued discussion of implementing a False Alarm Ordinance. CM Giberson discussed the history of requests for a False Alarm Ordinance from Blue Rock Regional Fire Commission and the work done last year to reduce false alarms. She noted that recent false alarms have been repeatedly linked to the same locations and that it is worth revisiting. She outlined a plan to meet with a smaller group to review a prior draft of the proposed ordinance and to continue discussion at a later meeting.

The fifth item on the agenda was discussion and presentation of the Hometown Hero Banner Project by Julie Crnkovich, of 324 Herr Avenue. Ms. Crnkovich discussed the details of printing the banners, including the printing company, the size, material, length of time to be hung, and content of a banner. She presented an example banner of her father for Council. Manager DeSantis-Randall discussed submission of an application to PPL for use of poles for hanging banners. She noted that the Borough was able to apply for 25 poles in the first year for free, and that resident applications would cover cost of the production and mounting of the banners. Hanging of the banners was projected for Memorial Day 2025, and applications would be considered on a first-come first-serve basis. Discussion included requesting permission to hang two banners on each pole, the plan to apply for more poles in future years, and the variable cost of different PPL poles.

The sixth and final item on the agenda was consideration of a snow removal contract with Keenan Excavation and Concrete. Keenan's contract would run for one year and its truck rate was \$115 per hour. CM Giberson made a motion to approve of the snow removal contract with Keenan Excavation and Concrete. 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 Giberson closed out the PW&PW Committee meeting.

**MAYOR'S REPORT:**

Mayor Aichele stated he and Manager DeSantis-Randall attended a Millersville Business Association meeting on Wednesday in preparation for Saturday in the Park and the Millersville Parade. He invited those in attendance to join them for Saturday in the Park in the Millersville Borough Freedom Memorial Park on September 14, 2024. He also thanked CM Kaufhold for painting fire hydrants in the Borough.

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**BOROUGH MANAGER'S REPORT**

Manager DeSantis-Randall informed Council that bid closure for the trash and recycling removal contract had occurred on Monday and that award of the contract would be addressed at the September 24th Meeting.

Manager DeSantis-Randall finally also reminded Council that Saturday in the Park was coming up on September 14, 2024 in Freedom Memorial Park.

**PRESIDENT'S REPORT:**

CP Lane asked those present to thank our veterans on Wednesday in honor of September 11th.

**UNFINISHED BUSINESS:** None

**CITIZEN REQUESTS OR CONCERNS:** None

**EXECUTIVE SESSION:** None

**ADJOURNMENT**

CM Bellile made a motion to adjourn. CM Giberson seconded the motion. The motion passed with a unanimous vote. The meeting adjourned at 7:19 PM.

Rebecca DeSantis-Randall  
Borough Secretary

RADR/edd