

**JOSEPH LANE**  
*Council President*

**REBECCA A.  
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*Borough Manager*



**DAVID T. AICHELE**  
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## **FINANCE ADVISORY COMMITTEE MINUTES**

The Finance Advisory Committee meeting was held on Thursday, October 10, 2024 in the Millersville Borough Public Meeting Room located at 100 Municipal Drive, Millersville, Pennsylvania.

**MEMBERS PRESENT:** Joseph Lane, Chair; Phyllis Giberson, Mary Ann Gerber

**OTHERS PRESENT:** Rebecca DeSantis-Randall, Kyle Miller, Les McMullen, Luke Pennington, Bob May

### **CALL TO ORDER**

The meeting was called to order at 5:59 PM by Chair Joseph Lane.

**COUNCIL ACTION ITEMS:** None

**UNFINISHED BUSINESS:** None

### **NEW BUSINESS:**

Bob May of Lancaster EMS (LEMSA) presented a brief background on LEMSA and its area of coverage. He discussed the number of calls originating from Millersville, making up about 13% of LEMSA's total calls, and he requested support from the Borough in the amount of \$20,000. The Committee discussed statutory requirements for support and the state of EMS services across the county. Mr. May concluded his presentation by noting LEMSA's Millersville Station's planned move in January 2025 from its current building to a new building at Millersville University, and LEMSA's long-term goals to centralize its support services under one roof.

Borough staff presented Part 2 of the Proposed 2025 Budgets covering Sewer Operating, Solid Waste Fund, General Capital Reserve, Sewer Capital Reserve, Highway Aid Fund, and Educational Service Agency Fund. Waste Water Treatment (WWT) Superintendent Les McMullen addressed questions relating to chemical, sewer plant equipment maintenance, and electricity costs in the Sewer Operating Fund, and additional questions relating to the Sewer Capital Reserve fund. Manager DeSantis-Randall presented the Solid Waste Fund and addressed questions related to the miscellaneous costs.

Discussing the Educational Service Agency Fund, Manager DeSantis-Randall noted that if Council decided to move forward with the Crossing Guard Services LLC contract, the presented numbers would change.

Manager DeSantis-Randall then presented an overview of the General Capital Reserve. Discussion ensued relating to the cost of the proposed Park Master Plan (including anticipated grant funding), the cost of miscellaneous street projects, and General Capital's existing balance.

Manager DeSantis-Randall and Streets Superintendent Kyle Miller discussed the Highway Aid Fund, noting the fund receives an annual set income from the State, and further noting that the State's annual contribution has been decreasing due to increased use of electric vehicles. Discussion included an overview of anticipated projects for 2025, including paving and vehicle replacement.

Manager DeSantis-Randall then brought forward consideration of 2025 Budget Contributions (Community Donations). The Committee discussed increasing the contributions to LEMSA and the Lancaster Library from \$3000 each to \$5000 each.

Manager DeSantis-Randall presented the recommended changes to the Fee Schedule. Discussion related to the source of the suggested changes, with the Committee voicing a desire to keep fees low on average when compared to neighboring municipalities. Key items included park rentals, street openings, zoning fees, residential rental units, property maintenance. The Committee agreed to set a fee for the short-term rental annual zoning permit application, in accordance with the recent Short-Term Rental Ordinance, at \$100.

Manager DeSantis-Randall finally gave a review of Millage Rate Scenarios. She recommended an increase of the current 5.8 millage rate that would "catch up" for prior years, significantly reduce the deficit present in the General Fund, and use fund balance to cover the difference. She noted that using the fund balance to cover should not become a habit and recommended establishing a policy of keeping a three-month reserve for emergencies. Discussion related to Millersville's standing among other municipalities in the County, which was in the top ten due to the greater presence of tax-exempt entities. The Committee requested preparation of a scenario that would entirely cover the deficit, which would be prepared for the next meeting.

**OLD BUSINESS:** None

**ADJOURNMENT:**

Committee Member Giberson made a motion to adjourn. Committee Member Gerber seconded the motion. The motion passed unanimously. The meeting adjourned at 7:30 PM.

Respectfully submitted,

Rebecca DeSantis-Randall  
Borough Secretary

RADR/edd