

MARY ANN GERBER
Council President

**REBECCA A.
DESANTIS-RANDALL**
Borough Manager



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DAVID T. AICHELE
Mayor

AGENDA

COMMITTEE: Personnel Advisory Committee

PLACE: Millersville Borough Office, 100 Municipal Dr, Millersville

DATE: 3/13/24 **TIME:** 6:00 PM **CHAIRPERSON:** Darlene Eager

MEMBERS PRESENT: Linda Bellile, Michael Kaufhold, Marianne Kerlavage

OTHERS PRESENT: Rebecca DeSantis-Randall

CALL TO ORDER: 6:02

COUNCIL ACTION ITEMS

There was a brief discussion of the two applications received for the Zoning Hearing Board vacancies. The Committee voted on both applications, as below.

1. William Hess Application for Zoning Hearing Board Member Position – Motion by CM Eager to appoint Mr. Hess to a five year term, beginning on March 26, 2024. Seconded by CM Kaufhold. Approved unanimously.
2. Ed Hersh Application for Zoning Hearing Board Alternate Position – Motion by CM Eager to appoint Mr. Hersh to a five year term, beginning on March 26, 2024. Seconded by CM Bellile. Approved unanimously.

Both applications will go to Council for a final vote.

UNFINISHED BUSINESS

NEW BUSINESS

The Borough Manager brought forward a discussion of the creation of a part-time Administrative Coordinator position for the Administration department, to assist with coverage of the front reception area, creation of minutes, organizing and retaining of documents, assisting with the website and meeting streaming, assisting with support of Boards and Commissions, and providing clerking support at Council meetings. A draft job description was provided to the Committee. This position would be funded through salary savings from the first quarter of 2024. The Borough Manager stated that the goal would be to eventually fold the two part-time positions into one full time position, either in 2025 or 2026. A motion to approve and send this discussion to Council was made by CM Kerlavage, seconded by CM Kaufhold, and approved unanimously.

OLD BUSINESS

ADJOURNMENT: 6:15