

**March 27, 2018**  
**MILLERSVILLE BOROUGH COUNCIL MEETING MINUTES**

The MILLERSVILLE BOROUGH COUNCIL MEETING was held on Tuesday, March 27, 2018 in the Millersville Borough Public Meeting Room located at 100 Municipal Drive, Millersville, Pennsylvania.

The meeting was called to order at 7:00 p.m. by Council President, Daniel P. Ostrowski, followed by the pledge to the flag and a moment of silence was observed.

**COUNCIL MEMBERS**

Daniel P. Ostrowski  
Lynn M. Miller  
Dianne M. Bates (absent)  
Bruce A. Cantey

Richard M. Moriarty, Mayor  
Scott A. Bailey  
Linda L. Bellile  
Mary Ann Gerber

**OTHERS PRESENT**

Bradley N. Gotshall, Millersville Borough Manager  
John D. Rochat, Millersville Borough Chief of Police  
Jessie L. Ebersole, Millersville Borough Finance Officer  
Steven A. DiGuiseppe, Millersville University  
Elaine Jones, LNP  
Tracey L. Rash, CPA, CGFM, Maher Duessel  
Sara H. Brenneman, CPA, Maher Duessel  
J. Philip Gerber, 10 Circle Road, Millersville  
Sam Bigler, 17 Wabank Road, Millersville

**CITIZEN'S REQUESTS OR CONCERNS**

Mr. Phil Gerber from 10 Circle Road announced a bingo event being held at the Knights of Columbus on New Danville Pike on Sunday, April 15<sup>th</sup> to raise money for the Community Parade. He asked for Council's consideration to hang a few old photos in the public meeting room and/or somewhere in the lobby. These old photos were donated by Mr. Gardner and at one point were on display in the old borough building. He also requested that the wooden framed, early map of the borough be moved to the public meeting room for better viewing. President Ostrowski asked that Mr. Gotshall try to accommodate the request.

**FINANCE ADVISORY COMMITTEE REPORT**

President Ostrowski noted that the audit presentation would have been given in detail at the Finance Advisory Committee meeting, however due to the 14 inches of snow, the meeting was cancelled. He introduced Ms. Rash and Mrs. Brenneman from Maher Duessel, Certified Public Accounts for a brief presentation of the Borough's audit of the 2017 Financial Statements. Ms. Rash noted that Council would typically have final documents for this meeting but as President Ostrowski mentioned the meeting was cancelled. She further noted that if the documents are approved tonight, she would mail final documents tomorrow. She stated that this financial statement is different than the financial statement produced last year. Last year's

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statements were produced on the general accepted accounting principles which mean the balance sheet would have reflected receivables, accrued payables, assets and debt, etc. She went on to explain that last year at this time the Borough decided to switch to a cash basis and that that basically means transactions are recorded like your personal checkbook. Simply, receivables are recorded when cash comes in and payables are recorded when cash goes out. Ms. Rash stated the financials presented have received an unmodified opinion, which she explained is the best opinion you can get. She went on to note that they have found the financial statements to be materially correct. She next reviewed the budget-to-actual statement by first noting the large over spent amount (two million) in total disbursements. Further down the statement she noted under the 'Other Financing Sources', the two million is reflected in proceeds from the issuance of long term debt. She stated the Borough closed the fiscal year with a negative net result of approximately \$53,000. Ms. Rash next reviewed the pension notes that showed the actuarial valuation as of January 1, 2017, by highlighting that the police pension plan was funded at 81% and that the non-uniform pension plan is 93% funded. She ended her presentation by stating there were no findings, disclosures, or difficulties in performing the audit. However, there was a suggestion to formalize a policy to increase internal control. Mr. Bailey explained that there is a lack of written policies for anyone outside of a collective bargaining agreement and recommends that this issue be reviewed through the Personnel Advisory Committee. President Ostrowski thanked the Borough Manager and the Finance Officer for their work in preparing the Borough's Financial Statements as well as Maher Duessel's staff for their auditing services. Mr. Bailey made a motion to approve the 2017 Municipal Annual Audit and Financial Report, seconded by Mrs. Miller. With no further discussions the motion passed by a unanimous voice vote.

MINUTES

A motion to approve the minutes for the February 27, 2018 Council Meeting was made by Mrs. Gerber and seconded by Ms. Bellile. With no discussions the motion passed by a unanimous voice vote.

REPORTS OF BOARDS, COMMITTEES, AND COMMISSIONS

Ms. Bellile reported on the Blue Rock Regional Fire Commission meeting held in the beginning of March. She stated that all of the loans are paid off (applause was given). She went on to state that in light of the events in Lebanon County, where some individuals arrived at a call intoxicated; there will be a review of the Drug and Alcohol policy. She mentioned she attended the annual banquet and noted the theme was to return home safely to your family. She announced there is a special meeting scheduled this Thursday to discuss the By-Laws.

PERSONNEL ADVISORY COMMITTEE REPORT

None

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PUBLIC WORKS AND PUBLIC WELFARE ADVISORY COMMITTEE REPORT

Mrs. Miller made a motion out of committee to approve the use of public streets for the annual Girls on the Run 5K walk/run on Saturday, November 10<sup>th</sup> starting at 9 a.m. It was noted that the organization will use the same course that they did last year and again employ Flagger Force to provide traffic control at certain intersections. With no discussions the motion passed by a unanimous voice vote.

Mrs. Miller made a motion out of committee to adopt the resolution authorizing the trade-in or sale of the Street department's 2000 Ford F550 truck in the acquisition of a 2018 Ford F550 Super Duty truck. Mrs. Miller explained that Mr. Boxleitner has indicated there may be an interest to purchase the 2000 Ford F550 for more money than the trade value. She further explained that the motion is to either trade or sell privately based on whichever offer is higher. With no discussions the motion passed by a unanimous voice vote.

RESOLUTION BOOK  
RESOLUTION NO. 2018-09

Mrs. Miller made a motion out of committee to ratify advertising for sealed bids for the 2018 Curbs and Sidewalks Improvement project. With no discussions the motion passed by a unanimous voice vote.

Mrs. Miller made a motion to award the lowest bid for the 2018 Curbs and Sidewalks Improvement project to Affordable Paving Excavating LLC in the amount of \$84,339.50. Mr. Bailey seconded the motion. The next three lowest bids out of a total of seven received were: Kinsley Construction Inc. in the amount of \$98,316.04, Bertolet Construction in the amount of \$101,255, and Doug Lamb Construction in the amount of \$110,150. It was noted that the project was budgeted at \$75,000. President Ostrowski mentioned that this contractor is the same contractor that had citizens from Valley Road voice concerns with their workmanship last year. Mr. Gotshall mentioned that the Borough's Engineer and Mr. Boxleitner thought that since this contractor had done the work in the Borough last year and that they were actively involved in the pre-bid meeting, they feel confident that the contractor will perform in a more appropriate manner with this project. With no further discussions the motion passed by a unanimous voice vote.

Mrs. Miller made a motion out of committee to advertise sealed bids for 2018 Asphalt Project. With no discussions the motion passed by a unanimous voice vote.

Mrs. Miller made a motion out of committee to advertise and move the Public Works and Public Welfare Advisory Committee meeting from the 2<sup>nd</sup> to the 3<sup>rd</sup> Thursday of each month and to take effect immediately. It was noted that the advertisement costs would be around \$100. With no discussions the motion passed by a unanimous voice vote.

FINANCE ADVISORY COMMITTEE REPORT - continued

Mr. Bailey made a motion, seconded by Mrs. Gerber to adopt the resolution authorizing the trade-in of the 2001 Hudson trailer, 2004 Hustler 3400 zero turn mower and 2008 Hustler HD Fastrak 42" mower in the acquisition of a 2018 Kubota BX2680RV tractor with a mower deck, cab and front implements. With no further discussions the motion passed by a unanimous voice vote.

RESOLUTION BOOK  
RESOLUTION NO. 2018-10

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Mr. Bailey made a motion to approve the February, 2018 monthly financial statements as presented. Mrs. Gerber seconded the motion. With no discussions the motion passed by a unanimous voice vote.

MAYOR'S REPORT

Mayor Moriarty mentioned Chief Rochat received on the behalf of the police department a resolution of recognition for their outstanding support and service to the Penn Manor School District.

Chief Rochat mentioned that the 2016 Ford Taurus that was involved in an accident in January is now being considered a total loss. He asked for Council's approval now to move forward with replacing the vehicle due to the ordering timeline. Mr. Bailey made a motion to conditional place the order pending the disposition of the wrecked vehicle. Mr. Cantey seconded the motion. With no discussions the motion passed by a unanimous voice vote.

Chief Rochat mentioned he will be attending a meeting with Senator Martin to discuss the problems with our judicial system and reiterate the catastrophe we have in Lancaster County with the juvenile system.

Mayor Moriarty commented that he hosted the Lancaster County Mayor's meeting here at the Borough primarily to discuss relationships and interaction between Mayors and the media. Mayor Moriarty continued to report on the radar bill by mentioning that there will be a hearing in the PA House Transportation Committee on April 4<sup>th</sup>. He along with others from the coalition will be attending the hearing in Harrisburg.

MILLERSVILLE UNIVERSITY REPORT

Mr. DiGuseppe reported that Millersville has recommended two finalists to be considered by the State System's Board of Governors for the Presidency. It is their hope that they will select one of the finalists recommended by the Council of Trustees over the next few weeks. He went on to mention that the University received "It's On Us" PA Grant. The funding will support work at the University to prevent, address, and respond effectively to sexual violence. Mr. DiGuseppe went on to announce several accomplishments of individual and groups of students at the University, including the Millersville Cyber Defense Team that has made Regional Finals, Sunflower Greene was named Pennsylvania State Athletic Conference Indoor Field Athlete of the Year, and Brandon Lee was honored as a 2018 Newman Civic Fellow. He explained that as a Fellow in the Civic and Community Leaders Development Program, Brandon helped organize and promote student engagement in campus-wide events celebrating Constitution Day and assisting first-time voters with the voter registration process. Mr. DiGuseppe went on to announce some upcoming calendar events, including the Women in Mathematics, Science and Technology Conference that will be held on April 9<sup>th</sup> in the Student Memorial Center, the 35<sup>th</sup> Annual Conference on the Holocaust and Genocide Conference which will be held on April 11<sup>th</sup> through April 13<sup>th</sup> in Gordinier Hall, also in Gordinier Hall is the 'Jazz and Java' scheduled for April 14<sup>th</sup> starting at 7:30 p.m. and on April 17<sup>th</sup> the 'Ville Gives Life' which is an annual National Organ Donation Awareness Campaign. He again announced that Spring commencements are Friday, May 11<sup>th</sup> starting at 6:30 p.m. in Pucillo Gym with the annual College of Graduate Studies and Adult Learning commencement for those receiving their doctoral or master's degrees. The undergraduate commencement will be held on Saturday, May 12<sup>th</sup> starting at 10:00 a.m. on Chryst

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Field at Biemesderfer Stadium. Should there be a need to move indoors to Pucillo Gym, the Saturday schedule will be adjusted to include two ceremonies: 10 a.m. College of Science & Technology and College of Education and Human Services and 2:00 p.m. College of Arts, Humanities and Social Sciences. And another event that will bring approximately 500-1000 attendees and 50 exhibitors is the all-day Girl Scouts in the Heart of Pennsylvania hosted expo on STEM (Science, Technology, Engineering and Math) related topics scheduled for May 19<sup>th</sup> between 9 a.m. and 3 p.m.

**PENN MANOR REPORT**

None

**BOROUGH MANAGER REPORT**

Mr. Gotshall distributed a written Manager's report for the month of March. Mrs. Miller had a question/concern in regards to the Borough building being a polling place. She stated that in the past the polling area was always located in the lobby. She, along with Mrs. Gerber stated they would like to consider opening the Public Meeting Room for the polling location and allow the lobby to be used for the people working the polls and the public to wait inside. President Ostrowski stated that if there is nothing formal on the books restricting the use of the Public meeting room that Mr. Gotshall should do a review and follow up with the Judge of Elections.

Mr. Gotshall noted that Mr. Boxleitner has replaced his borough provided cell phone with a personal cell phone and asked Council to consider a motion to allow Mr. Andy Boxleitner to purchase his borough provided Samsung Galaxy S5 data phone. Mr. Bailey made such a motion, seconded by Mrs. Miller. With no discussions the motion passed by a unanimous voice vote.

**PRESIDENT'S REPORT**

President Ostrowski mentioned a letter had been sent to the School Board of Lancaster in support of Lancaster City's efforts to build a water tower adjacent to Lancaster Community Park which is on the Lancaster School District's property. He noted the School Board at their last meeting voted in favor of entering into negotiations with the City for a lease agreement for that land in order to build a tower. Mrs. Miller commented that this will allow the release of projects that have been put on hold.

**EXECUTIVE SESSION**

At 8:20 p.m. Council broke for a brief recess and then entered into an executive session to discuss a police personnel issue.

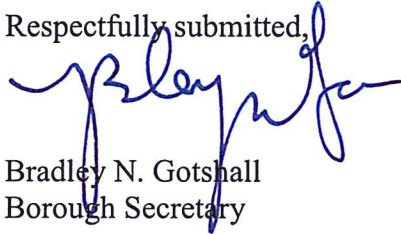
At the conclusion of the executive session, Council reconvened into regular session at 8:34 p.m. Mrs. Gerber made a motion to move forward with the disciplinary action to the Officer as recommended by Chief Rochat. Mr. Bailey seconded the motion. With no further discussions the motion passed by a majority voice vote.

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ADJOURNMENT

There being no further business to discuss, Mr. Bailey made a motion to adjourn the meeting at 8:35 p.m., seconded by Ms. Bellile.

Respectfully submitted,



Bradley N. Gotshall  
Borough Secretary

BNG/jle