

Myerstown, PA  
Monday, April 10, 2017

President Bryan L. Rittle called the planning meeting of the Myerstown Borough Council to order at 6:31 p.m., on Monday, April 10, 2017. The meeting was held in the Borough Council Chambers in the Myerstown Municipal Center, 101 East Washington Avenue, Myerstown, PA 17067.

Following the Pledge of Allegiance, a roll call was taken. Present were: President Bryan L. Rittle, Vice President Michael D. Behm, President Pro Tem Park W. Haverstick, II, Councilmembers, Eric L. Powell, Dana Reich, Mayor Gloria R. Ebling, Economic Development Manager Michael McKenna, Deputy Secretary Lisa A. Brubaker, and Assistant Manager Barry A. Ludwig. Absent were: Councilmembers Vince Podolski, and Jeffrey L. Thomas.

The President opened the floor for Citizens and Visitors Comments: There was no public comments.

President Rittle turned the discussion over to Marita Kelley, Executive Director of DCED (Department of Community and Economic Development).

Marita Kelley was present to discuss the Peer Consulting Program. Marita Kelley stated a few months ago she was informed that the Borough Manager was leaving. She was concerned because he was leaving during a crucial juncture. The Borough is in the middle of several grants and projects.

Marita Kelley stated in her conversations with President Rittle, she mentioned that DCED has a service, a technical support service that can be used for technical support for finances and administration. Technical support could be used for police services, fire service, planning and zoning services, and any type of municipal service that is offered. DCED can provide technical experts to come give assistance and guidance. In the Borough's case, this technical service can be utilized while the Council searches for a new Manager.

Marita Kelley stated the Council approved and signed a Letter of Intent indicating to her the Borough would like to receive approval for this service. DCED has granted permission to the Letter of Intent. There is no charge to the Borough for this technical support service, it is a free service. Not only is it a free service, but the gentleman who has been chosen to provide the services is the municipal manager in Chambersburg Borough. Jeffrey Stonehill has been a manager for many years. He comes well prepared and with an excellent resume and she believes he is the right person to help the Borough through this transition period.

Marita Kelley reviewed the Scope of Services for the Peer Consultant Program.

The Scope of Work is as follows:

The Borough will retain a qualified consultant to build organizational capacity, manage change and transition in the organization, and to mentor and advise the new Borough Manager and Council through the next budget cycle and fiscal year.

Marita Kelley stated so that means whomever the Borough hires as the Manager, Jeffrey Stonehill would train. He would provide various components of assistance to this individual who may have questions. The Goals are as follows:

- Advise and consult with the Council and Mayor to successfully recognize any challenges and address various options for building organizational capacity and managing throughout the transition.

Marita Kelley stated Jeffrey Stonehill can also assist with any other management positions that the Borough has and provide guidance and direction. He is also a certified trainer and does training at the national level for city managers.

- Advise and consult with the employees to successfully manage the organizational challenges, ask for Councils demands, community interactions, and implement various strategies during the transition.
- Monitor and facilitate in the workplace to build organizational capacity, continuity of policies and procedures, and avoid transition hazards.
- Provide communications and citizen engagement opportunities to the residents and businesses in the Borough.

The Borough will obtain two outputs from the project. The Deliverables are as follows:

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- The Peer Consultant will provide a report summarizing the evaluation of the transition's fiscal, operational, and mission management plans challenges, make specific recommendations for continuity, including action items upon which the Council and staff may proceed.
- The Peer Consultant will be available for on-site, on-going management support of the operations of the municipal government through the 2018 budget process and into the 2019 operations year.

Marita Kelley stated it is estimated to take approximately 40 to 60 hours of consultant time to complete with the possibility of more service time if needed.

Marita Kelley stated in addition to all of this, the Borough also gets her, who herself was a municipal manager. She is very happy to compliment Jeffrey Stonehill in helping the Borough. DCED is bringing a substantial amount of professional management services to help assist during this difficult transition, and she believes Jeffrey Stonehill is a strong individual who can defiantly help the Borough.

Marita Kelley reviewed the next EIP (Early Intervention Program) step for the Borough, EIP IV. It has been contracted today and the grant portion is for \$111,000.00.

Economic Development Manager Michael McKenna reviewed the grant application. The EIP II and later grants have very specific guidelines on the usage of the grant funds. He used the recommendations made to the Borough from the prior EIP Grant Reports for the EIP IV Grant Application.

A Façade Program was discussed. Marita Kelley stated the Borough can seek funding through the Keystone Communities Program for the façade improvements. If the Borough does the study under the EIP, and DCED can show that the Borough did the effort to do the important study, it opens the opportunity with other agencies including DCED. So then a program like Keystone Communities could pay for the façade program. The Economic Development Manager stated the façade program was removed from the application. Marita Kelley stated to send her a note regarding the adjustment so she can change the application.

Marita Kelley explained the Performance Management Program. This program ties into your annual budget. It takes your budget up a notch. The Borough would develop a strategic management plan, you develop a vision, a mission, a value system, with goals and objectives. You develop the broad objectives which creates a path for decisions.

Marita Kelley stated she has offered to sit in on the interviews for the finalists for Borough Manager if the Council needs her and if there are any questions to please contact her. She will continue to help the Borough as much as possible.

A Proposal for Services from NJ Hess was received for the Performance Management, Succession Plan, and the Recruitment of the Manager. Marita Kelley stated she does not believe the Borough would need her to help with the recruitment of a Manager.

Councilmember Haverstick stated he believes there are some strong candidates but is concerned with the movement of Manager's from one job to the next. He asked what would cause that.

Marita Kelley stated the most endangered species in Pennsylvania is a municipal Manager. Basically, because every time a new group of officials come in, the staff and Manager can be removed or let go. Managers are an at-will employee, so that is one factor.

Marita Kelley stated key things the Council should be looking for through the interview process is:

- Stability
- Education
- Experience
- Knowledge in Utilities/Public Works/Budgeting
- Demeanor - Council should look at their qualities and follow their instincts

Marita Kelley expressed the Borough is extraordinarily lucky to have the employees you have. The Borough has some talented people and not all Boroughs have that. This is extremely important when you are bringing on a new Manager. The fact you were able to survive this transition because not only did the Borough have a transition because the Manager was leaving but the tragedy of injury and lost the three weeks with him. So for your employees to be on their feet and be able to continue all of the activities the borough has going on and with nothing getting stopped is amazing, you guys really did this on your own.

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The Council thanked Marita Kelley for coming and for all of the help and guidance she continually provides to the Borough.

Deputy Secretary Brubaker asked to discuss some banking issues. The Borough is receiving fees for on-line banking access to the accounts. To view all of the borough accounts it would cost \$80.00 per month. After discussion with the office staff, we will need to retain access to four to five of the accounts for payroll services, but we believe we do not need access to all of the accounts through the on-line service and could reduce the monthly charge. The Council agrees to allow the necessary accounts to have on-line access and remove the other accounts to reduce the costs.

After the discussion, a motion was made by Park W. Haverstick, II, seconded by Eric L. Powell, to approve the EIP IV application to DCED. All those in favor: Motion unanimously carried.

Assistant Manager Ludwig informed Council that a property owner on Broad Street caused damage to the gas service line to their home while having landscaping activities performed. This damage forced UGI to do excavating into Broad Street which was resurfaced in 2015 and has a five year moratorium in place.

The Assistant Manager has prepared a letter to the property owner informing them it was theirs and their landscaping contractor's responsibility to perform such work in a safe manner, and complete a PA-1 Call notification prior to construction or excavation activities. Since the situation could have been avoided, the Borough is holding the property owner responsible for the permanent paving restoration on Broad Street.

Assistant Manager Ludwig stated he would like Council's okay to send the property owner the letter. The Council agreed to mail the letter.

Assistant Manager Ludwig stated a daycare center contacted him to see if there were any desks or chairs they could purchase out of the former school building the Borough owns. This will be discussed with the Borough Solicitor.

Char Co. would like attend the Borough Planning Session on Monday, May 8, 2017 to provide an update on the Branding and Marketing project.

The Borough Council recessed the planning meeting and entered into Executive Session at 7:54 p.m. to discuss personnel matters.

The Borough Council returned from Executive Session at 8:31 p.m. reconvening the planning session and resumed consideration of and action on the planning meeting agenda.

Councilmember Reich discussed sign placement on utility poles. Assistant Manager Ludwig will inform the Code Enforcement Officer to remove them if placed.

Councilmember Haverstick stated he is trying to get an effort together to clean up the stream that runs through the Borough, but what does he do with the debris that is collected. Assistant Manager Ludwig stated he is on the Board for Greater Lebanon Refuse. He will check with the authority and get back to him.

The President asked if there were any additional comments for the good of the borough. Seeing none, a motion was made by Park W. Haverstick, II, seconded by Dana Reich, to adjourn the meeting at 8:40 p.m. All those in favor: Motion unanimously carried.

Lisa A. Brubaker  
Deputy Secretary