



**WORMLEYSBURG BOROUGH  
COUNCIL MINUTES  
COUNCIL OF THE WHOLE WORKSHOP MEETING**

**APRIL 26, 2022**

The monthly workshop meeting of the Wormleysburg Borough Council was held on Tuesday, April 26, 2022 in Council Chambers. Dr. Deklinski called the meeting to order at 7:30 p.m.

The Pledge of Allegiance was led by Mr. Plaza.

President Joseph Deklinski	-	Present
Mayor George O. Preble	-	Present
Vice-President Stephen M. Hawbecker	-	Present
Mr. George Kahler	-	Present
Ms. Sue Stuart	-	Present
Mr. Warren Stumpf	-	Present
Ms. Margaret Stuski	-	Present
Mr. Joshua Plaza	-	Present

The following individuals were also in attendance: Borough Manager Deborah Ealer.

**PUBLIC COMMENTS**

No comments.

**BUSINESS**

**a) Safety Plan**

Dr. Deklinski and Manager Ealer prepared a Draft Employee Safety Plan document, which was discussed in length by Council. Mr. Stumpf proposed the possibility of establishing a Certified Safety Committee that would meet on a monthly basis conducting "Toolbox" meetings for staff. Dr. Deklinski requested edits and comments be submitted to Manager Ealer for inclusion and the document is to be revisited at the May Council meeting.

**b) Staff Expectations/Evaluation Program**

Council reviewed the existing staff evaluation form. Dr. Deklinski asked that any revisions and/or additions be submitted to Manager Ealer for inclusion and the documents are to be revisited at the May Council meeting.

**c) Pay Raise Policy/HR Policy & Benefits**

After a lengthy discussion of the HR Policy & Benefits, Council considered revisions to the length of employment staff will be required to have in order

to be eligible for benefits. The revisions are to be further discussed at the May Council meeting.

d) **Resumes/Offer Letter**

Mr. Hawbecker recommended that resumes are to be accepted during times when not actively hiring and retained on file for three (3) months.

Manager Ealer provided a draft offer letter to be utilized for employment opportunities with the Borough, which Council upon review agreed was satisfactory.

e) **Website Enhancements**

Dr. Deklinski noted that information to be posted on the Borough's website should be provided to Manager Ealer for uploading.

f) **Accessibility Borough Master Calendar**

The Borough's IT provider has established accessibility for Council to view meetings and events posted on the Borough's master calendar.

**EXECUTIVE SESSION**

Dr. Deklinski opened the Executive Session at 8:20 p.m.

1 – Personnel Matter

Dr. Deklinski closed the Executive Session at 8:45 p.m.

**NEXT MEETING:** Tuesday, May 24, 2022, 7:30 p.m., Council Chambers

**ADJOURNMENT**

**ACTION:** On motion made by Dr. Deklinski, Council meeting was adjourned at 8:46 p.m.

Respectfully submitted,

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Lori Schmidt  
Recording Secretary

Deborah Ealer  
Borough Manager

**BOROUGH OF WORMLEYSBURG  
20 MARKET STREET • WORMLEYSBURG, PA 17043**