

Waynesboro Borough Council

Meeting Minutes

June 17, 2026, 6:30 PM

1. Call to Order

The regular meeting of Waynesboro Borough Council was called to order on Wednesday, June 17, 2026, at 6:30 p.m. in the second-floor Council Chambers of Borough Hall, Waynesboro, PA.

A quorum was present. The following were in attendance:

Borough Council Members - Brandon Boldyga, Patrick Fleagle, Randy Schriver, Jon Fleagle, Todd Blake, and Michael Cernak

Mayor Dade Royer

Junior Councilperson - Oliver Garraway

Borough Staff - Jason Stains, Borough Manager; Kevin Grubbs, Head of Engineering Services; Zachary Rice, Salzmann Hughes (Borough Solicitor); Matt Schmidt, Zoning/Code Enforcement Officer; Ryan Ramsey, Police Chief; and Raymond Griffin, Fire Chief

2. Pledge of Allegiance

The Pledge of Allegiance was recited.

3. Presentations/Proclamations/Recognitions

No presentations, proclamations, or recognitions were noted.

4. Executive Session

No executive session was noted.

5. Public Comments

A. Non-Agenda Items

Daniel Heims, 112 Middle Street, addressed Council requesting consideration to allow the formation of a men's adult baseball team in Waynesboro to compete in the Pennsylvania Mid-State Baseball League. Mr. Heims indicated the team would have approximately 30–40 interested players, ages 25 and up, and would require use of Memorial Park as a home field primarily on Sunday afternoons, with an estimated 6–8 home dates per season beginning in 2027. He noted the league provides insurance coverage and expressed willingness to coordinate scheduling around existing field users. Council members responded positively, noting the Borough formerly had robust adult leagues. It was noted that the applicant had already been in contact with Borough staff and had spoken with the high school baseball coach, who expressed support. Council directed that the matter be brought before the Recreation Board at its next meeting, with a likely recommendation to Council in July. Council also suggested coordinating with the youth league and high school program regarding scheduling.

Jimmy Leiva, 4668 Zana Court, also spoke in support of the proposed baseball team, seconding Mr. Heims' comments and emphasizing community support and the interest of local families.

Robert Lightfoot, 6185 Meadowview Circle (property owner at 229 Park Street), addressed Council regarding a dispute involving large concrete blocks placed in the alley behind his Park Street property, which he contends violates Borough fencing and right-of-way codes. Specifically, Mr. Lightfoot cited Article 7 of the fencing code, which prohibits concrete block fences, and Borough Code Section 250-21, which designates alleys as 16 feet in width. He stated the blocks encroach on the alley right-of-way, preventing contractor access to his property and impeding neighbors' access as well. Mr. Lightfoot also raised concerns about interactions with Code Enforcement Officer Matt Schmidt and disputed a previously issued fine. Council clarified the distinction between a road and an alley, and the Head of Engineering Services confirmed the Borough can verify the right-of-way dimensions. Council referred the matter to the Street Committee for review and directed that a follow-up be provided to Mr. Lightfoot.

B. Agenda Items

No additional public comments on agenda items were recorded at this time.

6. Staff Comments and Written Reports

A. Mayor

Mayor Royer reported that the Police Department drone program is now operational, with one (1) certified pilot on staff and additional officers pursuing certification. The goal is to have at least one (1) drone operator available per shift by year's end. The mayor further reported that three (3) newly hired police officers — Zachary Binnix, Tyler Hawthorne, and Joshua Noll — are scheduled to begin employment on June 29, 2026, pending Council approval, and will attend the Police Academy from July through December. This brings the department to its full complement of 21 officers, the first time in eight (8) years that full staffing has been achieved. The mayor also noted that 107 banners created by artists Larry Selman, Greg Small, and Andy Smetzer have been placed throughout downtown Waynesboro to commemorate America's 250th birthday. The Mayor and Borough Manager attended the Pennsylvania State Association of Boroughs' conference earlier in the month, and a full report will be provided at the July meeting.

A complete copy of the Mayor's Report for June 2026 may be found on the Borough's website.

B. Renfrew Museum and Park

Executive Director Ashley Sonntag provided a written report dated June 17, 2026 to Council members, which was included in their meeting packets.

C. Antietam Humane Society

No report.

D. Borough Solicitor

Borough Solicitor Rice indicated there was nothing to report at that time, noting he would speak to certain items later in the agenda.

E. Director of Utilities

The Director of Utilities was not present; a written report was submitted.

F. Borough Manager

Borough Manager Jason Stains provided the following updates:

- The Verizon cell tower installation at the maintenance center is scheduled to begin in August.
- A new large slide for the pool will arrive on June 22nd; installation is expected to take up to one (1) week, during which time the pool will be closed for safety. Northside Pool memberships are being honored at Emmitsburg's Town Pool at the Emmitsburg resident admission rate during the closure.
- The contractor is working with their supplier to obtain a replacement pump for the zero-entry water features after a recently installed pump malfunctioned. Monroe's Pool Engineering Company conducted an on-site electrical engineering review and provided recommendations to ensure proper operation upon the new pump's arrival.

- Following last month's meeting, the Borough Manager spoke with the Waynesboro School District, which expressed interest in resurrecting the LERTA (Local Economic Revitalization Tax Assistance) Ordinance. The Manager noted that Council may also wish to consider a parallel tax exemption program for deteriorating real property, similar to LERTA, and that the school district and county would need to be consulted. Council President Fleagle requested that staff research which nearby communities have such ordinances in place and report back.

G. Office Manager

No report noted.

H. Fire Chief

A written report was submitted. The Fire Chief noted that a ladder truck-related agenda item would be addressed during Unfinished Business.

I. Police Chief

No additional verbal report; a written report was submitted.

J. WellSpan EMS

Written report received.

K. Ambulance Squad Chief

A written report was submitted.

L. Code Enforcement/Zoning Officer

A written report was submitted.

M. Head of Engineering Services

Head of Engineering Services Kevin Grubbs noted that bid opening for the CDBG Street Project — covering North Potomac Street from West Main to King Streets — is scheduled for July 9th. The bid award is expected to come before Borough Council on July 15th.

N. Maintenance Foreman – Repair Report

Written report received.

7. Committee Reports and Voting on Items from Committee Reports

A. Personnel Committee

(1) Acknowledge and Approve Personnel Matters as Presented

Councilman Blake acknowledged receipt of a favorable performance evaluation for Kaleb Morris, Water Plant Technician. The Committee also recommended approval to hire three (3) probationary police officers effective June 29, 2026.

Councilman Blake made a motion to approve the hiring of Zachary Binnix, Tyler Hawthorne, and Joshua Noll as probationary police officers effective June 29, 2026. The motion was seconded by Councilman Cermak and carried unanimously.

B. Property Committee

Councilman Cermak reported that the bank inspection report is expected imminently and that staff continues to obtain estimates for storm damage repairs to the clock tower at Borough Hall. A damage claim has been submitted to Selective Insurance, and a response is pending.

C. Street Committee

(1) Installation of RRFB Pedestrian Light (Wellspan Hospital)

Councilman Schriver presented for Council approval the installation of a Rectangular Rapid Flashing Beacon (RRFB) pedestrian light on the back side of WellSpan Hospital. The project is fully funded by WellSpan Hospital, which has already remitted payment to the Borough. Head of Engineering Services Kevin Grubbs provided a memo in the meeting packet detailing the cost breakdown and a slight adjustment to the originally anticipated installation location.

Motion to approve the installation of the RRFB pedestrian light as presented was made by Councilman Schriver and seconded by Councilman Cermak. The motion carried unanimously.

Mr. Grubbs also confirmed, in response to a question, that the recent paving project related to water damage at the intersection of N. Broad and Main Streets is complete, with the exception of line painting, which will be addressed as a separate bid item later in the meeting.

D. Economic Development Committee

The June 2nd meeting minutes were included in the packet. The next meeting is scheduled for July 7th.

E. Finance Committee

(1) Pay Bills - Check Detail(s) dated 05/18, 05/22, 05/29, 06/08, and 06/12

A motion to approve payment of bills per the Check Details dated May 18, May 22, May 29, June 8, and June 12 was made by Council President J. Fleagle and seconded by Councilman Boldyga. The motion carried unanimously.

F. Recreation Board

Borough Manager Stains reported that the May Recreation Board meeting was postponed and will be held this month at Memorial Park. Pool attendance is strong, with near-capacity attendance the prior Saturday.

8. Unfinished Business

A. Approve Borough Council Meeting Minutes of May 20, 2026

Motion to approve the Borough Council meeting minutes of May 20, 2026, was made by Councilman Blake and seconded by Councilman Cermak. The motion carried.

B. No Bids Received for Used Aerial Ladder Truck Purchase

Fire Chief Griffin reported that no bids were received for the purchase of a used aerial ladder truck. In consultation with GMS Funding Solutions, the Borough may now proceed to actively search for a truck to purchase. The Fire Chief noted that a dealership in Alabama currently has three (3) trucks available for inspection that meet the Borough's criteria. This item was addressed in conjunction with agenda item 9D.

C. Award Bids for Line Painting to Alpha Space Control Company

Head of Engineering Services Kevin Grubbs reported that two (2) bids were received for the annual line painting project. D.E. Gemmill, Inc. submitted a bid of \$51,871.65, while Alpha Space Control (the Borough's long-time contractor) submitted the low bid of \$47,581.00. The budgeted amount for the project was \$45,000. Staff noted the budget will be slightly exceeded due to the inclusion of "piano key" crosswalk designs on Roadside Avenue, but the project will be paid from Liquid Fuels funding.

Motion to award the line painting contract to Alpha Space Control Company in the amount of \$47,581.00 was made by Councilman Boldyga and seconded by Councilman Blake. The motion carried unanimously.

D. Authorize Expenditure for Borough Match for Previously Approved PCCD Technology Grant for Police Department

Mr. Stains presented the Borough's required match for the previously authorized PCCD Technology Grant ... the total project cost is \$90,373.65, with the Borough's match obligation of \$14,812.34 to be funded through the Police Capital Reserve Fund and, if necessary, the Drug Forfeiture Fund.

The Borough Solicitor noted that the Motorola agreement included with the packet is standard and drafted in favor of Motorola. He indicated that his firm has successfully negotiated modifications to similar agreements for other municipal clients and recommended that Council authorize the agreement, subject to satisfactory modifications by staff and the Solicitor.

Motion to authorize expenditure of the Borough match of \$14,812.34 from the Police Capital Reserve Fund for the PCCD Technology Grant, and to authorize entry into the Motorola agreement subject to appropriate modifications to the satisfaction of staff and the Borough Solicitor, was made by Councilman Cermak and seconded by Councilman Blake. The motion carried.

9. New Business

A. Approve Resolution No. 2026-10 to Establish a Capital Asset Management Policy for the Borough

Borough Manager Stains explained that the Borough's auditors recommended raising the threshold for what constitutes a capital asset ... although the draft resolution listed \$15,000, staff recommended setting the threshold at \$10,000 to align with applicable federal language. Council approved the resolution with that modification.

Motion to approve Resolution No. 2026-10 establishing a Capital Asset Management Policy for the Borough, with the capital asset threshold revised from \$15,000 to \$10,000, was made by Councilman Boldyga and seconded by Councilman Blake. The motion carried unanimously.

B. Review Subdivision Plan for 231 W. North Street (North Wayne Properties, LLC)

Head of Engineering Services Kevin Grubbs presented the subdivision plan submitted by Michael Cross of North Wayne Properties, LLC, for the existing duplex at 231–233 West North Street. The proposal would subdivide the existing two units into individually owned parcels. Unit 231 will require a new sanitary sewer lateral application; both units have separate water service. The Planning Commission reviewed the plan and required revisions, all of which have been completed. The Planning Commission also reviewed a companion variance application related to setback requirements, which is scheduled for a hearing before the Zoning Hearing Board at the end of the month.

Council's approval was conditioned upon: approval of the necessary variances by the Zoning Hearing Board; resolution of existing code violations identified through the Rental Registration Inspection Program; execution of a shared maintenance agreement for the common wall, including a firewall stipulation if one does not exist in the attic; and removal or resolution of an inoperable vehicle on the property.

Motion to approve the subdivision plan for 231 W. North Street (North Wayne Properties, LLC), contingent upon approval of variances by the Zoning Hearing Board and fulfillment of all conditions identified by the Planning Commission and code enforcement, was made by Councilman Boldyga and seconded by Councilman Schriver. The motion carried.

C. Time Extension Request for Subdivision Plan Review (Haven Hill, LLC and Beck)

Head of Engineering Services Kevin Grubbs presented a request from Haven Hill, LLC, and Beck for a 180-day time extension for their subdivision plan review, retroactively effective April 1st and expiring October 3rd. (This is the second extension requested.) The rationale provided is that one of the landowner's daughters intends to build a home on one of the previously subdivided lots, and the parties wish to observe any resulting changes before proceeding with the remaining subdivision. The extension would maintain the plans under active review and avoid the cost and effort of resubmitting them to the Franklin County Planning Commission. Council confirmed that no zoning or development regulations have changed since initial approval.

Motion to approve the 180-day time extension for the Haven Hill, LLC, and Beck subdivision plan review was made by Councilman P. Fleagle and seconded by Councilman Blake. The motion carried.

D. Authorize Fire Chief and Two (2) Fire Department Staff Members' Travel to Inspect Fire Apparatus

[Addressed during Unfinished Business Item B discussion.]

Following the report of no bids received on the used aerial ladder truck, Fire Chief Griffin requested authorization to travel with two (2) department members to a dealership in Alabama to inspect three (3) used ladder trucks available for purchase, with travel expenses not-to-exceed \$2,100. It was noted that the anticipated replacement vehicle — a quint, capable of functioning as both a pumper and an aerial ladder — would be housed at the South Potomac facility and is to be purchased with federal grant funds.

Motion to authorize the Fire Chief and two Fire Department staff members to travel to Alabama to inspect fire apparatus, with travel expenses not to exceed \$2,100 to be drawn from the Fire Department's budget, was made by Councilman Schriver and seconded by Councilman Boldyga. The motion carried unanimously.

E. Consider Advertisement of Ordinance to Create a Stormwater Authority

Mr. Stains presented the concept of creating a formal Stormwater Authority to replace the existing Stormwater Committee, which currently has no legal authority. The proposed Authority would have oversight of the Borough's stormwater system and the stormwater fee collected quarterly from utility bills. The Borough Solicitor explained that under the Municipality Authorities Act, an Authority must be created for specific enumerated purposes, and that the documents currently drafted are narrowly tailored to stormwater management. He noted that a recent Pennsylvania Supreme Court decision has raised questions regarding Boroughs' ability to charge stormwater fees directly, making the Authority structure legally preferable.

Council raised questions about the possibility of broadening the Authority's scope for potential future uses, such as real property acquisition or other municipal purposes. The Solicitor advised that while the Articles of Incorporation can be amended in the future to add purposes, any broader initial scope would require greater specificity at the time of formation. After discussion, Council expressed a desire for more information, including whether the Authority would operate directly or via a leaseback arrangement, and requested that the Borough Manager and Solicitor meet to clarify these details before the next meeting.

Motion to table the consideration of advertisement of an ordinance to create a Stormwater Authority until the July meeting, pending further review and recommendations from the Borough Manager and Borough Solicitor, was made by Councilman P. Fleagle and seconded by Councilman Blake. The motion carried unanimously.

Addition to Agenda – Resolution No. 2026-11: FEMA SAFER Grant Application

The Borough Manager requested that Council amend the agenda to add Resolution No. 2026-11, authorizing submission of a FEMA SAFER grant application, noting that the item was omitted from the agenda due to an administrative oversight and that the grant application deadline falls before the next regular Council meeting.

Motion to amend the agenda to add Resolution No. 2026-11 was made by Councilman P. Fleagle and seconded by Councilman Cermak. The motion carried.

The Borough Manager and Fire Chief explained that the SAFER grant would fund up to three (3) new firefighter positions — one (1) per shift — to staff the quint apparatus currently being sought for purchase. The grant would cover 75% of salary and benefits in years one and two, 35% in year three, with the Borough assuming 100% of the cost thereafter.

The Fire Chief provided context for the request, noting that the Volunteer Fire Department's Truck 2 failed to respond to 48% of the calls to which it was dispatched in 2025, leaving the Borough dependent on ladder truck response from New Franklin, Longmeadow, and Hagerstown — all more than ten miles away. He explained that adding a fifth crew member per shift would allow the quint to simultaneously perform both engine company and truck company functions, which is not possible at the current four-person staffing level. The Fire Chief also acknowledged that volunteerism is declining statewide and that career staffing increases are an inevitable trajectory.

Council engaged in substantive discussion regarding the long-term fiscal obligation. Members expressed concern about creating positions through grant funding that the Borough would be required to sustain at full cost after the grant period ends. The Borough Manager noted that the current millage rate is 23.68 mills, with a ceiling of 30 mills, and that one mill currently generates approximately \$72,000 annually. Council members acknowledged the difficulty of committing to future staffing costs but also noted that the need for adequate aerial ladder coverage is a core public safety obligation. The consensus view, as expressed by several members, was that if the Borough is pursuing the apparatus, it must also plan for appropriate staffing and that the SAFER grant represents a meaningful opportunity to offset initial costs.

Motion to approve Resolution No. 2026-11, authorizing the Borough to prepare and submit an application for the FEMA SAFER grant for up to three (3) new firefighter positions, was made by Councilman Boldyga and seconded by Councilman Blake. The motion carried.

10. For Information Only

No items noted.

11. Press Questions

No press questions were noted.

12. Council Comments

Councilman Boldyga requested that the Head of Engineering Services identify and replace worn or unreadable street signs throughout the Borough, noting that some signs are no longer legible. Mr. Grubbs confirmed that street name signs on both Borough and state highways are generally the Borough's responsibility and invited Council members to report specific locations in need of attention.

Council President Fleagle acknowledged the return of adult baseball to Waynesboro and offered a lighthearted promise to throw out the first pitch when the team's season begins. A representative of the prospective baseball team extended an open invitation to all Council members and their families to attend games.

Mayor Royer noted that "Borough Bash 250" will be held on Friday, July 3rd, from 5:30 p.m. to 8:30 p.m., in the Grove-Bowersox parking lot. This event is in association with America's 250th birthday celebration and will be held in addition to the Summer Jubilee activities on Saturday, July 4th. He added that everyone is welcome to attend.

13. Adjournment

The meeting was adjourned at 8:08 p.m. on a P. Fleagle/Blake motion which passed unanimously.

Respectfully Submitted,

Melinda S. Knott
Borough Secretary