

MINUTES
PUBLIC SAFETY COMMITTEE
APRIL 1, 2024

The Penn Township Public Safety Committee convened on Monday, April 1, 2024, at 7 p.m. Present were Chairman Heiland, Commissioners Baile, Berlingo, Brown, and Elksnis. Also present were Township Manager Ledley, Police Chief Hettinger, Fire Chief Clouser, Township Engineer Bortner, Zoning Officer Smith, and Township Secretary Sweeney. The following items were discussed:

ANNOUNCEMENTS: Commissioner Heiland announced that an executive session was held on March 18, 2024, following the Board of Commissioners meeting to consult with the solicitor to discuss personnel issues and other matters involving attorney client privilege. Additionally, he announced that there will be an executive session this evening following the Public Works Committee meeting to discuss personnel matters.

APPROVAL OF THE MINUTES: The minutes of the March 4, 2024, Public Safety Committee meeting were approved as submitted.

CITIZEN'S COMMENTS: There were none.

YMCA RUNFEST HALF MARATHON AND 5K RACE: The Committee received a request dated March 7, 2024, from the YMCA of Hanover, to conduct their annual half marathon event on Saturday, October 5, 2024. Police Chief Hettinger reported that the course of the race has not changed as it is a Boston Marathon qualifier, and the request is the same as in previous years. He added that last year they added more staffing and flaggers for the race, and there were no reported issues. Emergency Management Coordinator Waltman is working with the race organizers to ensure the safety of the runners and to limit the obstruction to the flow of traffic along the course. The Committee recommended that Chief Hettinger send his standard letter in response.

SOUTH WESTERN SCHOOL DISTRICT EDUCATION FOUNDATION 5K RACE: The Committee received a request dated February 26, 2024, from South Western School District to conduct a 5K run and ½ mile Kids Fun Run on May 4, 2024. They are requesting to close Bowman Road from 7:30 a.m. to 11 a.m. Chief Hettinger stated that the request is the same as in previous years and has had no issues. The Committee instructed Chief Hettinger to send his standard letter.

CLOSING BOWMAN ROAD FOR NATIONAL NIGHT OUT: Chief Hettinger reported that National Night Out will be held at the Emory Markle Intermediate School parking lot and will be utilizing the high school parking lot for parking. He requested that Bowman Road be closed during the event as a safety precaution. The event is scheduled for August 6, 2024. The Committee had no issues.

SECURITY MONITORS FOR THE POLICE DEPARTMENT: Chief Hettinger proposed installing a sizable monitor in the front lobby adjacent to the window, enhancing clerks' ability to monitor external activities with the new security system. The cost estimate for this from Digital Sunrise, utilizing ARPA funds, totals \$4,136 at co-stars' price. Additionally, the Chief expressed the need for a larger monitor to replace the inadequate one in the patrol room, which lacks clarity for briefing purposes. The replacement quote stands at \$3,199, sourced from the special activities fund. The Committee endorsed proceeding with both purchases.

UPDATE OF TOWNSHIP'S TELEPHONE SYSTEM: Chief Hettinger reported that he had contacted multiple vendors to explore options for the phone system. Our existing equipment, installed within the past 1-2 years, could be repurposed by transitioning to a SIP Trunking Based System, as advised by Morefield Communications. This transition would entail reprogramming without the need for additional hardware. The proposed setup comprises three distinct units accommodating a total of ten lines. The upfront expenditure is estimated at \$3,030, with a recurring monthly fee of approximately \$270, inclusive of caller ID and long-distance services. Notably, this upgrade would not only enhance functionality but also introduce new faxing capabilities, promising significant long-term savings. Additionally, Chief Hettinger relayed information gathered from discussions with T-Mobile regarding their cellular program. Their proposal entails an expenditure of about \$1,420 for the entire township, with the police department's portion estimated at around \$948. This investment would afford each police officer a dedicated cell phone serving as their business line. Commissioner Heiland recommended treating this matter as a separate agenda item, advocating for further research before making a decision.

VIDEO SYSTEM POLICY: Manager Ledley previously presented the committee with the policy regarding access to the video security system for employees. She explained that while some employees can view the live feed, those needing further access must sign the policy for usage and training purposes. Chief Hettinger outlined the camera distribution, noting six outside the building, five at public works, and three at the Wastewater treatment plant, with interior cameras restricted to specific personnel. However, the Committee expressed the need for a more thorough review of the policy and requested that the topic be revisited next month. Chief Hettinger mentioned that the solicitor had already reviewed the policy and recommended redacting faces as necessary. The Committee recommended adding the subject to next month's agenda.

FIREFIGHTER'S POST-EMPLOYMENT HEALTH PLAN MEMORANDUM OF UNDERSTANDING AMENDMENT: Manager Ledley informed the committee that both the attorney and Nationwide have reviewed the document. She highlighted that the IRS mandates a fixed contribution for this fund type. For the first year, they propose amending the list categorized by firefighters, specifying their required annual contributions. These contributions can only be adjusted once annually, allowing for reconsideration next year. The Committee recommended approving the document.

REVIEW OF FIRE COMMISSION MEETING: Fire Chief Clouser reported that the Commission received a presentation from Brown Plus, an Accounting & Advisory Firm, regarding financial oversight. No immediate action was taken, but further discussions are scheduled. However, the Commission did approve the enhancement of services for Paytime, their payroll system. Additionally, an upcoming Facilities meeting is planned to address capital improvements for the downtown station.

Thomas Taylor, a new firefighter, has successfully completed the EMS portion of the academy and has begun the fire portion. He is scheduled to graduate on May 3rd, and all is progressing well, as confirmed by the director. Chief Clouser also reminded attendees of the upcoming Chicken Barbecue events on May 18th and August 17th, with pricing details forthcoming. He assured that this information would be relayed to Kim for advertisement on the township sign.

Chief Clouser announced a special event on Saturday, April 20th at 9 a.m., for Administrative and Operational offices will be given the Oath of Office. Additionally, a moment of silence was observed during the meeting to honor Earl Shoemaker, who tragically lost his life in the line of duty eight years ago.

EMA UPDATE: Emergency Management Coordinator Waltman presented his report for March. He noted that the draft version of the 2024 Mitigation Plan has been accessible online for review, allowing for a 45-day public comment period. He encouraged everyone to visit the website and provide feedback.

There were two storm events: a widespread power outage on March 10th and heavy rainfall on March 23rd. While streams reached elevated levels, there were no reports of local flooding.

Mr. Waltman reported that the wiring for phones at the Emergency Operations Center on Clover Lane has been installed. Coordinator Waltman has also been coordinating with the amateur radio group for their involvement and expressed gratitude to the committee for their ongoing support. Additionally, progress continues on establishing a weather station at the Clover Lane station.

Commissioner Heiland asked if quotes were received for the emergency center from Digital Sunrise, and Manager Ledley reported that Digital Sunrise came in the lowest. Commissioner Heiland requested the subject be added to the agenda for further discussion at next month's meeting.

OTHER MATTERS: Chief Hettinger provided an update, stating that the security glass for both the police station and the municipal office has arrived, with installation scheduled from May 8th to May 10th.

The Chief reported he recently emailed copies of the Stroud Township discharge and firearms rules from their township code to the Commissioners and Manager. Notably, these rules were deemed constitutional by the Pennsylvania Supreme Court in February. Chief Hettinger suggested using this document as a model for establishing rules and restrictions for firearm ranges within our township. He has forwarded it to our solicitor for review. Chairman

Heiland requested that this topic be included in next month's Committee meeting agenda for further discussion.

CITIZEN'S QUESTIONS TO COMMITTEE REGARDING DISCUSSION ITEMS: There were none.

The meeting was adjourned at 7:36 p.m.

Respectfully submitted,

Donna M. Sweeney,
Township Secretary