

MINUTES  
PUBLIC SAFETY COMMITTEE  
JANUARY 7, 2019

The Penn Township Public Safety Committee convened on Monday, January 7, 2019 at 7:00 p.m. Present were Chairman Brown and Commissioners Klunk, Heiland and Van de Castle. Also present were Township Manager Rodgers, Acting Police Chief Hettinger, Fire Chief Clouser, Township Engineer Bortner, Zoning Officer Smith, WWTP Superintendent Mahone and Township Secretary McMaster. Commissioner Felix was absent with notice. The following items were discussed:

ANNOUNCEMENTS: Commissioner Brown read the announcement of an executive session that was held following the Board of Commissioners public meeting on December 17, 2018.

APPROVAL OF THE MINUTES: The minutes of the December 3, 2018 Public Safety Committee meeting were approved as submitted.

CITIZEN'S COMMENTS: Ray Kinsey, 179 Northview Drive, spoke about concerns to the gun range at Wilson Avenue. Chief Hettinger stated that the Township is looking into a joint range with Conewago Township and the Borough of Hanover. Commissioner Brown stated that the priority for the year is to get a safe gun range for the police department. Mr. Kinsley also spoke in regards to gun safety classes to residents. Chief Hettinger stated that safety classes are not something they are looking into at the moment but is not opposed to looking at it in the future. Bruce Jobe, 25 Baugher Drive, spoke in regards to people speeding through Granger Street, Baugher Drive and Westminster Road. He wanted to make sure the police department was aware of the situation. Chief Hettinger stated they will patrol the area more often.

XFINITY HIGH-SPEED BUSINESS INTERNET UPGRADE: Chief Hettinger reported on Xfinity high-speed business internet upgrade. He received several quotes from Xfinity in regards to increasing internet capabilities. Chief Hettinger stated that the quotes that were given to him were very high priced and did not know if they were feasible. He may wait a year or two to see if prices go down. Chief Hettinger said that the upload speed is very slow. The police officers have to upload videos to the District Attorney's office, and it sometimes takes twenty hours. Chief Hettinger stated that there is an option to triple their upload speed, and it will increase the monthly fee. He would like to test it for a month or two before making any decisions.

"NO PARKING" ORDINANCE: Manager Rodgers reported on a "no parking" ordinance from Melodie Lane east to Squire Way on Baltimore Street. There was a traffic study completed by Wellspan. The no parking signs have temporarily been posted but by March, they would like the permanent signs to be installed. Manager Rodgers is going to add adjustments to the ordinance by adding Grandview Road to 786 Baltimore Street to clarify where the no parking zones are located along Baltimore Street.

HALLOWEEN PARADE 2019 EMERGENCY RESPONSE PLAN: Fire Chief Clouser reported on the Emergency Response Plan for the 2019 Halloween Parade. EMA Director Jeff Waltman and Fire Chief Clouser met with the Hanover Jaycees. They are in the process of meeting with a sub-committee to address the emergency plan. Chief Clouser said that things are going well. EMA Director Jeff Waltman would like to review and update the township's emergency plan.

2015 INTERNATIONAL FIRE CODE ADOPTION WITH AMENDMENTS: Fire Chief Clouser reviewed the proposed amendments to the 2015 International Fire Code. They have been reviewed by the Township Solicitor and he will make the appropriate adjustments and present to the Committee.

MEMORIAL DAY PARADE: Chief Hettinger received a letter from the Allied Veterans Counsel of Hanover to conduct the annual Memorial Day parade on May 27, 2019. The parade route is the same as previous years. The counsel would just need to know which Commissioners would like to participate and who will be receiving the flag.

OTHER MATTERS: Chief Hettinger reported that a docco copier was purchased and the company has requested a picture of the police department for advertising purposes. It was also noted that the Township received a request for an ambulance membership.

CITIZEN'S QUESTIONS: None.

The meeting was adjourned at 7:26 p.m.

Respectfully submitted,

Kristina J. Rodgers  
Township Manager

MINUTES  
PUBLIC SAFETY COMMITTEE  
FEBRUARY 4, 2019

The Penn Township Public Safety Committee convened on Monday, February 4, 2019 at 7:00 p.m. Present were Chairman Brown and Commissioners Klunk, Heiland and Van de Castle. Also present were Township Manager Rodgers, Acting Police Chief Hettinger, Fire Chief Clouser, Township Engineer Bortner, and Zoning Officer Smith. Commissioner Felix was absent with notice. The following items were discussed:

ANNOUNCEMENTS: Commissioner Brown read the announcement of an executive session that was held following the Board of Commissioners public meeting on January 21, 2019.

APPROVAL OF THE MINUTES: The minutes of the January 7, 2019 Public Safety Committee meeting were approved as submitted.

CITIZEN'S COMMENTS: None.

POLICE RECORDS: Police Chief Hettinger presented a list of documents that he wanted destroyed. A resolution was prepared and will be considered by the Penn Township Board of Commissioners at their next meeting.

AGGRESSIVE DRIVING ENFORCEMENT: Police Chief Hettinger requested the Committee consider participating in the Aggressive Driving Enforcement Campaign. The grant will reimburse the overtime wages of the officers involved. The Township has not participated in four years. The Chief will obtain additional information about the length of the grant at a future meeting. After some consideration, the Committee recommended moving forward with the grant for 2019.

RING VIDEO DOORBELL: Police Chief Hettinger provided an overview of a program being offered by Ring Doorbell. If the department executes the agreement it would allow them to access ring customers videos if the customer agrees. This could be used to help solve issues that occur near the home. It would not capture incidents near the road unless the homeowner has other cameras besides the one at the front door. Police Chief Hettinger stated that customers could have multiple cameras. There was some concern about the literature that was present and if any contribution was required from the Township. The Police Chief will review with Ring. If the agreement does not require any buy in by the Township the Committee recommended approval.

YORK COUNTY MOU: Police Chief Hettinger reviewed a memorandum of understanding proposed by York County for use of their computer system. The agreement has been reviewed by the Township Solicitor. There will be a minimal number of police officers given access to the system and the information must remain confidential. The Committee recommended approving the memorandum of understanding.

ORDINANCE FOR BRIDGE SIGNS: The Park Heights Avenue Bridge has been posted for limited travel due to the cracking of the center beam. The bridge is posted for under 10 tons for single vehicles and under 19 tons for combination vehicles. An ordinance has been prepared for the enforcement of the signs. The Committee recommended approving the ordinance at their next Board of Commissioners meeting.

ADOPTION OF THE 2015 INTERNATIONAL FIRE CODE: Fire Chief Clouser provided an ordinance for the adoption of the 2015 International Fire Code. The Township Solicitor has reviewed and made some corrections. The Committee recommended adopting it as presented by the Solicitor.

EMA CONSOLIDATION: An agreement has been prepared along with an ordinance for the consolidation of the EMA Coordinator through the Hanover Area Fire and Rescue Commission. The only stipulation is that the Coordinator will need to be governed by the elected officials of the Commission. Manager Rodgers reported that it has been forwarded to the Borough of Hanover for their consideration and will be adopted shortly after our meeting. The Committee recommended approving the agreement and adopting the Ordinance.

FIRE FIGHTER ELIGIBILITY LIST: Fire Chief Clouser reported that he is aware of a possible firefighter retirement in 2019. Neither the Borough of Hanover nor the Township of Penn have an active firefighter eligibility list. The Fire Chief is requesting that the Civil Service Commission be notified to begin the procedure of preparing an eligibility list. The last several lists have been combined by the Township municipalities. The Committee recommended moving forward with establishing a list.

OTHER MATTERS: None

CITIZEN'S QUESTIONS: None.

The meeting was adjourned at 7:33 p.m.

Respectfully submitted,

Kristina J. Rodgers  
Township Manager

MINUTES  
PUBLIC SAFETY COMMITTEE  
MARCH 4, 2019

The Penn Township Public Safety Committee convened on Monday, March 4, 2019 at 7:00 p.m. Present were Chairman Brown and Commissioners Klunk, Heiland and Van de Castle. Also present were Township Manager Rodgers, Acting Police Chief Hettinger, Fire Chief Clouser, Township Engineer Bortner, Administrative Assistant Donna Sweeney and Zoning Officer Smith. Commissioner Felix was absent with notice. The following items were discussed:

ANNOUNCEMENTS: Commissioner Brown read the announcement of an executive session that was held following the Board of Commissioners public meeting on February 18, 2019. An executive session to discuss personnel issues will be held following the Public Works meeting.

APPROVAL OF THE MINUTES: The minutes of the February 4, 2019 Public Safety Committee meeting were approved as submitted.

CITIZEN'S COMMENTS: None.

HANOVER AREA FIRE COMMISSION: Fire Chief Clouser reported that the EMA agreement has been approved by both municipalities. Mr. Waltman will need to be appointed as the EMA coordinator of the Hanover Area Fire Commission. The municipalities will also have to appoint him and sign the application. The Commission will be accepting applications for a joint firefighter eligibility list. Fire Chief Clouser has an apparent buyer for the bronto fire truck for the amount the Commission wanted. The Commission is reviewing the utility bills for all the stations.

POLICE RANGE BACKSTOP UPDATE: Police Chief Hettinger received quotes to repair the backstop at the firing range from Conewago Contractors and Kinsley Construction. H&H did not supply a quote because of they are not able to remove the lead from the soil. Conewago's price is \$17,725. The Committee recommended moving ahead with the project. The regional firing range is still being reviewed by the Borough of Hanover, Conewago Township and Penn Township. There has been no price estimates given for the project.

SOUTH WESTERN EDUCATION FOUNDATION 5k RUN: The Committee received a request dated February 1, 2019 from South Western School District to conduct their 5k run on May 4, 2019. Chief Hettinger reported that there have been no issues in the past with the event. Chief Hettinger will send his usual letter.

OTHER MATTERS: EMA Waltman met with the Halloween Parade committee. Organizations with floats will be requested to sign a statement acknowledging rules. Parade Marshalls will be supplied a map and each zone will have a supervisor. More work is needed regarding security.

Penn Township Police will be holding a meeting on March 12, 2019, at 10 a.m., in the Police training room to discuss First Night Out to be held at Target, with Conewago Township, Hanover Borough, and West Manheim Police Departments. The event is scheduled for August 6 from 6- 8 p.m. The Civil Service Commission extended the Lieutenant's list through March 2020.

CITIZEN'S QUESTIONS: None.

The meeting was adjourned at 7:25 p.m.

Respectfully submitted,

Donna M. Sweeney  
Township Sweeney

MINUTES  
PUBLIC SAFETY COMMITTEE  
APRIL 1, 2019

The Penn Township Public Safety Committee convened on Monday, April 1, 2019 at 7:02 p.m, following a special meeting of The Board of Commissioners. Present were Chairman Brown and Commissioners Klunk, Heiland and Van de Castle. Also present were Township Manager Rodgers, Acting Police Chief Hettinger, Fire Chief Clouser, Township Engineer Bortner, Township Secretary Sweeney and Zoning Officer Smith. Commissioner Felix was absent with notice. The following items were discussed:

ANNOUNCEMENTS: None.

APPROVAL OF THE MINUTES: The minutes of the March 4, 2019 Public Safety Committee meeting were approved as submitted.

CITIZEN'S COMMENTS: Richard Koons, 5 Garden Lane, Inquired the status of a parking change to remove campers from street. Acting Police Chief Hettinger stated he is waiting to hear from the solicitor who is looking into an ordinance from the Borough of Hanover. This is considered a safety issue. Mr. Koons stated that the camper had been moved, but now there is a utility car carrier in the driveway. Manager Rodgers stated she is not looking to hear from the solicitor prior to April 12, 2019.

AMERICAN CANCER SOCIETY RELAY FOR LIFE CANVAS: Acting Police Chief Hettinger received a letter from the American Cancer Society requesting to solicit donations at multiple intersections in Penn Township. After discussing safety, the Committee advised Acting Police Chief Hettinger to send them a letter.

ST. JOSEPH ATHLETIC FOUNDATION 5K: The Township received a letter from Saint Joseph Athletic Association requesting permission to conduct a 5k. Acting Police Chief Hettinger will send them the standard letter.

MEADOW LANE TRAFFIC STUDY: Intersection of Meadow Ln. and Hillside Rd. is currently controlled by stop signs stopping traffic on Meadow Ln. at Hillside Rd. Due to a newly erected medical center, traffic volume on Meadow Ln. is expected to increase while volume on Hillside Rd. will remain low. It is believed switching the stop signs to control traffic on Hillside Rd. rather than Meadow Ln. will create a smoother traffic flow. Upon the completion of construction Meadow Ln. will be designated a Through Highway connecting Grandview Rd. with Kaitlyn Dr. All intersections between these points will stop for Meadow Ln.

YMCA HANOVER HALF MARATHON: Acting Police Chief Hettinger received a letter from Hanover Area YMCA informing the township of an upcoming half marathon. Acting Police Chief Hettinger will send them the standard letter.

HANOVER HALLOWEEN PARADE: Acting Police Chief Hettinger received an email informing him that the Hanover Halloween Parade will be held on Thursday, October 31, 2019, with a rain date of November 4, 2019. The Committee had no objections, Acting Police Chief Hettinger will wait for the official letter before presenting to the Committee.

TRICK-OR-TREAT: The Committee agreed to hold Trick-or-Treat on Tuesday, October 29, 2019.

TRUE NORTH MOU: Solicitor approved the agreement. Chairman Brown questioned what the Township's liability is if agreement is signed. Solicitor had stated previously that it is in the best interest for the Township to sign. The Committee moved for a favorable recommendation to the Board of Commissioners.

HANOVER PUBLIC SCHOOL DISTRICT MOU: Acting Police Chief Hettinger stated that the Agreement is no different from the past agreements. The committee had no objections, and moved for a favorable recommendation to the Board of commissioners.

OTHER MATTERS: Fire Chief Clouser stated he was currently accepting applications for firefighters. He will be meeting with the volunteers on Wednesday, April 3, 2019 about joining the fire commission.

Applications for a Storm Water Authority Board are being accepted.

INSTALLATION OF CHIEF HETTINGER AS THE FULL-TIME PENN TOWNSHIP CHIEF OF POLICE: Chairman Brown commented that Acting Police Chief Guy Hettinger joined the Penn Township Police Department as a patrolman twenty-six years ago in September of 1993. Chairman Brown and Manager Rodgers congratulated Guy Hettinger on becoming the Chief of Police for Penn Township effective April 6, 2019.

CITIZEN'S QUESTIONS TO COMMITTEE REGARDING DISCUSSION ITEMS: None.

The meeting was adjourned at 7:17 p.m., with a brief reception.

Respectfully submitted,

Donna M. Sweeney  
Township Sweeney

MINUTES  
PUBLIC SAFETY COMMITTEE  
MAY 6, 2019

The Penn Township Public Safety Committee convened on Monday, May 6, 2019 at 7:00 p.m. Present were Chairman Brown and Commissioners Klunk, and Van de Castle. Also present were Township Manager Rodgers, Police Chief Hettinger, Fire Chief Clouser, Township Engineer Bortner, Zoning Officer Smith and Township Secretary Sweeney. Commissioners Heiland and Felix were absent with notice. The following items were discussed:

ANNOUNCEMENTS: There will be an executive session follow the Public Works Committee Meeting this evening to discuss personnel matters.

APPROVAL OF THE MINUTES: The minutes of the April 1, 2019 Public Safety Committee meeting were approved as submitted.

CITIZEN'S COMMENTS: None

UPDATE ON SEARCH FOR NEW POLICE RMS SYSTEM: Police Chief Hettinger reported that they have been researching a new reporting management system. They are down to two options, CSI, New Jersey Based System, currently being used by Montgomery County, system is more expensive, and has a few functionality issues. Chief attended a conference in Hershey regarding the CODY System. Costs would be \$37,550 for first year, \$9,468 for years two through four, and \$8,000 to equip six patrol cars. Cost includes: 24/7 customer support system, connections to the Cobra System, functionality, upgrades, e-ticketing, and a bar coding scanner. Department has option of using a server at the station, or accessing a cloud storage system through the internet for an additional \$4,200 a year. Manager Rodgers suggested using the cloud for better accessibility. Police Chief Hettinger added that the County is also using the CODY system. Would not be able to implement until the end of the year. The committee had no objections.

AGGRESSIVE DRIVING PHASE: Police Chief Hettinger reported that the department conducted an aggressive driving campaign during the time of March 18 through April 28, 2019. The department logged 52 hours of overtime, resulting in 119 contacts, 103 speeding citations, with a total of 111 citations. The department will conduct another wave before the end of the year.

LAND 204 CLOVER LANE: Fire Chief Clouser asked for suggestions for use of approximately an acre of property adjacent to 204 Clover Lane which was previously farmed, but with the development going in will be difficult to maintain. The property is zoned commercial. Suggestions were made to pave, and use for training, or maintain, in the future to build a storage building. The committee suggested to discuss at the Hanover Area Fire and Rescue Meeting since they lease the land.

Fire Chief Clousher also stated that the parking lot on development plans show for a driveway connecting to Ripple Drive. Fire Chief Clousher will reach out to Myers to see about moving forward with driveway.

ORDINANCE TO CHANGE MEADOW LANE TO A THRU STREET: Committee recommending approving Ordinance 820 to make Meadow Lane a thru street from Grandview Road to Kaitlyn Drive.

OTHER MATTERS: Police Chief Hettinger announced National Night Out Meeting will be held on May 7, 2019 at 10:00 a.m. at the station, and a range meeting will be held on May 15, 2019, at 1:00 p.m. at the Public Works facility.

CITIZEN'S QUESTIONS TO COMMITTEE REGARDING DISCUSSION ITEMS: None.

The meeting was adjourned at 7:28 p.m.

Respectfully submitted,  
Donna M. Sweeney  
Township Sweeney

MINUTES  
PUBLIC SAFETY COMMITTEE  
June 3, 2019

The Penn Township Public Safety Committee convened on Monday, June 3, 2019 at 7:00 p.m. Present were Chairman Brown and Commissioners Heiland, Klunk, and Van de Castle. Also present were Township Manager Rodgers, Police Chief Hettinger, Fire Chief Clouser, Township Engineer Bortner, Zoning Officer Smith and Township Secretary Sweeney. Commissioner Felix was absent with notice. The following items were discussed:

ANNOUNCEMENTS: None.

APPROVAL OF THE MINUTES: The minutes of the May 6, 2019 Public Safety Committee meeting were approved as submitted.

CITIZEN'S COMMENTS: None

MUNICIPAL BUILDING / POLICE DEPARTMENT ROOF REPLACEMENT: The roof over the police department is leaking and in need of replacement. Three quotes were received and Manager Rodgers reported that the solicitor's opinion was that it is okay to replace only the portion of the roof over the Police Department due to being included in the budget. The committee had no objections, and moved to move forward with the project.

UPDATE ON ELIGIBILITY LIST FOR FIREFIGHTER: Fire Chief Clouser reported that out of seventeen candidates, seven passed the physical agility test, within those seven, six passed the written test. June 15 the oral boards will be held, at which point a list will be presented to the Civil Service Commission for Certification. He added that McCann Associates, who administers the written portion said the number of applicants are down nationwide.

PROPOSAL FOR 1 ACRE TRACT OF LAND AT CLOVER LAND FIRE STATION: Fire Chief Clouser stated that he feels the best option at this time is to grade, seed, and remain as field. Sewer plant has completed some upgrades have been made and prevent using space as a pump test training pad. Fire Chief Clouser would like to continue to research options for the land.

UPDATE ON ENTRANCE TO RIPPLE DRIVE FROM FIRE STATION: Fire Chief Clouser reported that JA Myers would complete the entrance for \$14,000.00. This has been in the Land Development plan for the building. This would be used for a volunteer entrance to prevent crossing the apron, and allowing for equipment to enter through the back of the building to alleviate making a sharp turn into the building. Engineer Bortner is going to look into the costs to see if Public Works can do the project at a lesser cost. The Committee agreed to wait for report from Engineer Bortner.

NATIONAL NIGHT OUT: Chief Hettinger reported that National Night Out will be held August 6, 2019, at the Target Parking Lot in Penn Township.

OTHER MATTERS: Fire Chief Clouser reported that Representatives Frank A. Garry, Gene DiGirolamo have introduced an amendment to the Fireworks Law – Prior HB 2752 due to numerous complaints which have also been occurring in the Township. This would permit local municipalities to have reasonable control of the sale and use of fireworks, provide setbacks, set timeframes for use, and increase the criminal penalties for selling or using consumer fireworks in violation of the Act. The legislation would fulfill part of the recommendation of the SR 6 Commission.

Fire Chief Clouser reported on a memo received from Sen Lindsey M. Williams regarding the expansion of the Volunteer Loan Assistance Program to all fire service providers. This enables low interest loans to volunteer fire, ambulance, and rescue companies for the purpose of purchasing and modernizing facilities, equipment, and apparatus.

Police Chief Hettinger stated that the Pa Supreme Court came down with decision regarding DUI checkpoints. They ruled that the checkpoints are unconstitutional if the municipalities did not have an ordinance allowing the participation. Governing body must authorize participation via an ordinance. The committee agreed to consult with the solicitor before moving forward with any checkpoints.

An aggressive driving wave will be conducted beginning July 8 – August 25.

EMA Jeff Watman received his official instatement letter from the governor's office last month. He recapped on a hazmat incident where a manufacturing facility on Middle Street, had a spill going into the storm water, and creek. He is working with hazmat in PA on diluting the spill.

The Township received very little storm damage from the other evening. There were a few limbs down and a roof that came off a home on Ruth Avenue.

Mr. Watman added that he attended a training session last month with the PA State Department of Homeland Security, regarding events of 10,000 attendees or more. The sponsoring agency will be responsible for putting together an emergency plan and would be required to work with local municipalities for the event.

He is currently working on updating the emergency plan for the Township. A resolution will need to be adopted to promulgate the plan.

CITIZEN'S QUESTIONS TO COMMITTEE REGARDING DISCUSSION ITEMS: None.

The meeting was adjourned at 7:35 p.m.

Respectfully submitted,  
Donna M. Sweeney  
Township Secretary

MINUTES  
PUBLIC SAFETY COMMITTEE  
AUGUST 5, 2019

The Penn Township Public Safety Committee convened on Monday, August 5, 2019 at 7:00 p.m. Present were Chairman Brown and Commissioners Heiland, Felix, Klunk and Van de Castle. Also present were Township Manager Rodgers, Police Chief Hettinger, Fire Chief Clouser, Township Engineer Bortner, Zoning Officer Smith, WWTP Superintendent Mahone, and Township Secretary Sweeney. The following items were discussed:

ANNOUNCEMENTS: None.

APPROVAL OF THE MINUTES: The minutes of the July 1, 2019 Public Safety Committee meeting were approved as submitted.

CITIZEN'S COMMENTS: Wayne Singer, 896 Hershey Heights Road, requested a speed trap to be placed on Hershey Heights Blvd. Commissioner Brown stated that that will be addressed later in the meeting.

PPO MARCIONETTE COMPLETING PROBATION: Police Chief Hettinger stated that Officer Marcionette recently completed probation and has been doing an outstanding job.

UPDATE ON CODY POLICE RMS: Police Chief Hettinger reported that they are having weekly meetings with representatives for the CODY reporting management system to ensure the records are transferring correctly. The goal is to have training in February with implementation of the new system in March.

TRAFFIC SIGNAL MAINTENANCE AND REPAIR: Police Chief Hettinger reported that the traffic signals at Center Street & York Street and at Clover Lane and Baltimore Street have been repaired. ATS repaired the signals in a timely matter. Police Chief Hettinger reported that we currently use Mr. Gilbert Colehouse, the electrician for Hanover Borough and he does a great job. Commissioner Klunk suggested that possibly we might want to have a two tiered arrangement, having someone for the larger more urgent situations. Commissioner Brown requested Manager Rodgers to look into several options to discuss at the next meeting.

YORK COUNTY DTF USING OFFICE SPACE AT PENN TOWNSHIP PD: The York County Drug Task Force has requested to use an office at the Penn Township Police Department that would place a full time officer in the area. Chief Hettinger stated he had an interview room available and is awaiting a certificate of insurance from York County. The committee had no objections and recommended moving forward.

HALLOWEEN PARADE AND TRICK-OR-TREAT NIGHTS: Police Chief Hettinger reported that the Hanover Halloween Parade is scheduled for Thursday, October 31,

2019, and Trick-or-Treat is scheduled for Tuesday, October 29, 2019. The committee had no issues with the dates.

2020 KLUGH ANIMAL CONTROL AGREEMENT: Police Chief Hettinger reported that he received the contract from Klugh Animal Control. The contract is similar to last year with a small increase in fee. Police Chief Hettinger stated that they are very prompt, and is happy with their service. The committee had no objections and recommended moving forward.

CONTRACT REVIEW FROM ENERGY SYSTEMS GROUP: Fire Chief Clouser reported that he forwarded the contract to Manager Rodgers and Solicitor Hovis for review.

CLOVER LANE FIRE STATION DRIVEWAY FROM RIPPLE DRIVE: Fire Chief Clouser reported that J.A. Myers has begun staking out for the work on the driveway entrance on Ripple Drive.

UPDATE ON HIRING PROCESS FOR NEW FIREFIGHTER: Fire Chief Clouser reported the Police Department has completed the back ground checks and currently has three of his Captains working on completing the reference calls. Fire Chief Clouser stated that he should have an idea in about two weeks. Commissioner Brown asked how many firefighters the department is down. Chief Clouser responded he has one vacancy, has one deployed, hopefully due back in October, and one out on workman's comp due back in August. Commissioner Brown commented that he was impressed with the response time with the department.

Commissioner Klunk asked if the committee was prepared to make a decision on the Deputy Chief position. Fire Chief Clouser stated he was going to include in budget presentation. Commissioner Felix stated that he would like wait to see how it fits into the budget before making a recommendation.

OTHER MATTERS: Chief Hettinger stated that National Night out is on Tuesday, August 6, 2019 at the Target parking lot from 6 pm – 8 pm. There will be many vendors, free hot dogs and water. The Police Department will be raffling off five Ring Home Security Systems to Penn Township Residents.

Police Chief Hettinger reported that he has the opportunity to purchase a twin pack of electronic speed signs for under \$5,900.00. The sale will end at the end of the summer, and that there may be room in the budget. The one sign we have now is approximately six years old, it has just been repaired, and is currently placed on Moore Drive. The committee had no objections and recommended moving forward.

CITIZEN'S QUESTIONS TO COMMITTEE REGARDING DISCUSSION ITEMS: None.

The meeting was adjourned at 7:26 p.m.

Respectfully submitted,

Donna M. Sweeney  
Township Secretary

MINUTES  
PUBLIC SAFETY COMMITTEE  
SEPTEMBER 3, 2019

The Penn Township Public Safety Committee convened on Tuesday, September 3, 2019 at 7:00 p.m. Present were Chairman Brown and Commissioners Heiland, Felix and Van de Castle. Also present were Township Manager Rodgers, Police Chief Hettinger, Township Engineer Bortner, Zoning Officer Smith, WWTP Superintendent Mahone, and Township Secretary Sweeney. Commissioner Klunk was absent with notice. The following items were discussed:

ANNOUNCEMENTS: Manager Rodgers read the announcement of executive session that was held following the August 19, 2019 Penn Township Board of Commissioners' meeting, and on August 28, 2019. An executive session to discuss personnel issues will be held this evening following the Health & Sanitation Committee meeting.

APPROVAL OF THE MINUTES: The minutes of the August 5, 2019 Public Safety Committee meeting were approved as submitted.

CITIZEN'S COMMENTS: None.

ANNUAL HANOVER HOMECOMING PARADE: The Committee received a letter dated, August 6, 2019 from Hanover High School requesting permission to conduct their annual Hanover Homecoming Parade on Friday, September 27, 2019. The committee recommended approving the request.

ERA/MDA 5K RUN/WALK: The Committee received a letter dated September 3, 2019 from the Muscular Dystrophy Association informing the township of their annual 5K Run/Walk on Saturday, November 2, 2019. Police Chief Hettinger will send them a letter.

UPDATE ON THE ROOF REPLACEMENT: Police Chief Hettinger reported that he has received two quotes through Costars. Bachman's Roofing quoted \$32,888, does not include wood deck or structural framing, Houck quoted \$79,900, and the pricing includes prevailing wage rates in York County. The Committee would like to review both quotes before making a recommendation. The Chief will also get recommendations.

SR 94/WILSON AVENUE TRAFFIC SIGNAL REQUEST: Manager Rodgers reported on a traffic signal request of a relocation of existing pedestrian pedestal located on the southwest quadrant of the intersection and relocation of the pedestrian equipment to the existing mast on the northwest quadrant of the intersection or SR94/Wilson Avenue. The equipment relocation is required due to widening of the existing commercial driveway that is currently the west leg of the intersection. Commissioner Heiland asked who would be paying for this relocation. Manager Rodgers responded that this at the

expense of the company requesting the move, not the township. The Committee recommend adopting the resolution at the Board of Commissioner's meeting.

GRANDVIEW ROAD TRAFFIC SIGNAL GPS UPGRADE: Police Chief Hettinger reported that from the traffic study from a few months ago, it was suggested to install GPS timing units at five intersections. Manager Rodgers stated the intersections were: Baltimore/Grandview, Baltimore/Wirt, Baltimore/Meadow, Grandview/Beck Mill, and Grandview/Blooming Grove. Police Chief Hettinger stated that cost would be about \$350 an intersection. Commission Heiland asked if there is room in the budget for this expense, and Police Chief Hettinger stated that while this has not be specifically been budgeted for, it could fall under traffic signal maintenance. The Committee recommended moving forward.

TRAFFIC SIGNAL MAINTENANCE AGREEMENT: Police Chief Hettinger reported he received two quotes for traffic signal maintenance within the township. PERCS and ATS. The township has utilized ATS in the past and is preferred. The Committee recommended moving forward.

FIREFIGHTER TESTING STATUS: Commissioner Brown reported in Fire Chief Clousher's absence that a decision needs to be made regarding the vacancy for the firefighter position. He would like to make an offer to the top candidate, who has already passed the background check and polygraph. The academy starts in three weeks, and would like to avoid waiting until next spring. The Committee recommended moving forward.

OTHER MATTERS: None.

CITIZEN'S QUESTIONS TO COMMITTEE REGARDING DISCUSSION ITEMS: None.

The meeting was adjourned at 7:17 p.m.

Respectfully submitted,

Donna M. Sweeney  
Township Secretary

MINUTES  
PUBLIC SAFETY COMMITTEE  
OCTOBER 7, 2019

The Penn Township Public Safety Committee convened on Monday, October 7, 2019 at 7:00 p.m. Present were Chairman Brown and Commissioners Heiland, Felix and Van de Castle. Also present were Township Manager Rodgers, Police Chief Hettinger, Fire Chief Clouser, Township Engineer Bortner, Zoning Officer Smith, and Township Secretary Sweeney. Commissioner Klunk was absent with notice. The following items were discussed:

ANNOUNCEMENTS: Commissioner Brown announced an executive session was held following the October 1, 2019 Health and Sanitation meeting.

APPROVAL OF THE MINUTES: The minutes of the September 3, 2019 Public Safety Committee meeting were approved as submitted.

CITIZEN'S COMMENTS: None.

ROOF REPLACEMENT UPDATE: Police Chief Hettinger reported that Baughman's Roofing will replace the roof of the municipal building. Deposit has been made and color has been picked. Replacement should take less than a week and should be completed by sometime in December weather permitting.

BREEZEWOOD DRIVE TRAFFIC STUDIES: Police Chief Hettinger reported as residential development grew the one hundred block of Breezewood Drive was revised to eliminate a sharp "S" curve in the roadway. The original section however is still open to local traffic creating a "T" intersection where the old and new Breezewood Drive meet. A traffic study was completed and recommends installing a stop sign, and unrestricted parking on the original section has generated complaints from residents stating the parking is restricting access to the driveways. A traffic study has been completed to restrict parking on both sides of the road. The committee recommends adopting the traffic studies by ordinance at the next Board of commissioners meeting.

ANNUAL SPCA AGREEMENT: Manager Rodgers reported that she received the annual SPCA agreement which is similar as past years. The rate has increased by 3% this year and the increase is reflected in the 2020 budget. The committee recommended moving forward with the agreement.

PROPOSED SHIFT SCHEDULE FOR POLICE: Police Chief Hettinger reported on a proposed shift schedule change. Chief Hettinger reported the schedule is based on twelve hour shifts, 4 platoons of 4, with coverage of 2 employees overlapping evening coverage for the platoons. This would apply to patrol only, with the detectives remaining on 8 hour shifts. Chief Hettinger would like to implement in January of 2020, with a one year trial period. The committee agreed that they would like to be able to

opt-out if the schedule adds more costs to the township budget. Chief Hettinger reported the arbitration award is requesting a one-year trial period, with an opt-out if safety concerns arise. The committee agreed to move ahead with the schedule.

POLICE BUDGET PRESENTATION: Police Chief Hettinger presented an overview of the 2020 police budget. As it is proposed the total expenses will be \$4,680.366. They are proposing 8 new Ballistic Duty Vests, new computers, and a maintenance agreement for the radios that are out of warranty. Two police cruisers are scheduled for replacement, and will need to be outfitted with new equipment, because the current equipment will not fit to transfer to the new vehicles. The committee asked questions regarding the budget items.

FIRE BUDGET PRESENTATION: Fire Chief Clousher presented an overview of the fire department budget that includes the Hanover Area Fire and Rescue Commission budget. He covered personnel, equipment, fire inspections, grants, EMS, and facilities. He reported on an increase of salaries, insurance, overtime wages have been built into the budget. Additional increases include software licensing, electronic patient care report program, and replacement of cardiac monitors, data services, building repairs for the Clover Lane building, and the Capital Equipment fund. Reductions include capital building outlay, general equipment repair. The committee will further review at upcoming Finance meetings.

OTHER MATTERS: None.

CITIZEN'S QUESTIONS TO COMMITTEE REGARDING DISCUSSION ITEMS: None.

The meeting was adjourned at 8:09 p.m.

Respectfully submitted,

Donna M. Sweeney  
Township Secretary

MINUTES  
PUBLIC SAFETY COMMITTEE  
NOVEMBER 4, 2019

The Penn Township Public Safety Committee convened on Monday, November 4, 2019 at 7:00 p.m. Present were Chairman Brown and Commissioners Cromer, Felix, Heiland and Van de Castle. Also present were Township Manager Rodgers, Police Chief Hettinger, Township Engineer Bortner, Zoning Officer Smith, MS4 Stormwater Coordinator Hirt, and Township Secretary Sweeney. The following items were discussed:

ANNOUNCEMENTS: None.

APPROVAL OF THE MINUTES: The minutes of the October 7, 2019 Public Safety Committee meeting were approved as submitted.

CITIZEN'S COMMENTS: None.

PPO PULLER COMPLETING PROBATION: Police Chief Hettinger stated Officer Puller will be completing probation status on December 10, 2019. He has been doing a fantastic job, and recommends he be moved to First Year Patrolman status upon completion of probation.

KAREN LANE BRIDGE WEIGHT RESTRICTION: Police Chief Hettinger reported that a study was completed and additional weight restrictions will need to be placed on the Karen Lane Bridge. In order to enforce the restrictions, an ordinance needs to be adopted. Engineer Bortner explained that county conducted biannual bridge inspections on any bridge that has a twenty-foot span or greater, HRG inspected the bridge and weight restrictions were suggested. The bridge structure repair would be approximately a \$350,000 project with a year of construction. Commissioner Heiland asked if the work has been included in the budget for next year. Engineer Bortner stated he planned for engineering in the budget for 2020, and the construction for 2021. Commissioner Brown stated that this will be discussed further at the Public Works Committee meeting. Manager Rodger asked if she should prepare the ordinance for advertising and adoption at the next Board of Commissioners meeting, the committee made a favorable recommendation.

OTHER MATTERS: Police Chief Hettinger provided the committee with the cost breakdown for the needed replacement of vehicles for the police department. He is proposing an SUV and a F150 truck. The truck would be used mostly for patrol, however it would be useful for picking up abandoned items. The truck is slightly more costly than the SUV vehicle. The committee will discuss further at the budget meeting.

CITIZEN'S QUESTIONS TO COMMITTEE REGARDING DISCUSSION ITEMS: None.

The meeting was adjourned at 7:10 p.m.

Respectfully submitted,

Donna M. Sweeney  
Township Secretary

MINUTES  
PUBLIC SAFETY COMMITTEE  
DECEMBER 2, 2019

The Penn Township Public Safety Committee convened on Monday, December 4, 2019 at 7:00 p.m. Present were Chairman Brown and Commissioners Cromer, Felix, Heiland and Van de Castle. Also present were Township Manager Rodgers, Police Lieutenant Merwede, Fire Chief Clouser, Township Engineer Bortner, Zoning Officer Smith, MS4 Stormwater Coordinator Hirt, and Township Secretary Sweeney. The following items were discussed:

ANNOUNCEMENTS: Chairman Brown read the announcement of the executive session that was held following the November 18, 2019, Penn Township Board of Commissioners Meeting. Chairman Brown announced that an executive session will be held this evening following the Public Works meeting to discuss personnel matters.

APPROVAL OF THE MINUTES: The minutes of the November 4, 2019 Public Safety Committee meeting were approved as submitted.

CITIZEN'S COMMENTS: None.

MUNICIPAL BUILDING SHINGLE ROOF REPLACEMENT UPDATE: Police Lieutenant Merwede reported that the roof replacement has been completed.

HAMMOND AVENUE: Lieutenant Merwede reported that the police department received a letter on December 2, 2019, from South Western School District asking permission to have no parking signs posted on a portion of the west side of Hammond Avenue. The district is having several trees professionally removed December 16<sup>th</sup> through December 20<sup>th</sup>, 2019. The committee recommended the police department to post the no parking signs.

UPDATE ON THE HANOVER AREA FIRE & RESCUE MEETING: Chairman Brown reported the Fire Commission was presented with a service agreement from the volunteers for review. Mr. Sheppard, Chairman of the Fire Commission, tendered his resignation, and had no recommendations for a replacement. He should be in attendance at the December meeting. Chairman Brown suggested having legal counsel present at the Fire Commission meetings. Mr. Sheppard was not in favor, and Chairman Brown and Chief Clouser stated the subject should be addressed with Mr. Sheppard's replacement.

Fire Chief Clouser reported that he hired a part-time paramedic and gave the title of supervisor to assist in paperwork and scheduling. He would still like to hire a Deputy Chief.

The Hanover Area Fire Commission is requesting \$620,709 from the Township for 2020, this number is down from the \$639,709 approved at last month's meeting. The committee made a favorable recommendation to the Board of Commissioners.

Chairman Brown asked about the Emergency Management Report, Mr. Waltman stated that it was emailed this afternoon. The committee will review.

OTHER MATTERS: None.

CITIZEN'S QUESTIONS TO COMMITTEE REGARDING DISCUSSION ITEMS: None.

The meeting was adjourned at 7:13 p.m.

Respectfully submitted,

Donna M. Sweeney  
Township Secretary