

MINUTES
PUBLIC SAFETY COMMITTEE
JANUARY 2, 2024

The Penn Township Public Safety Committee convened on Tuesday, January 2, 2024, at 6:13 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, WWTP Superintendent Lank, Zoning Officer Smith, and Township Secretary Sweeney. The following items were discussed:

ANNOUNCEMENTS: Fire Chief Clouser introduced newly hired firefighter Thomas Taylor. He will begin working on January 15, 2024, and will then attend the academy. The Committee welcomed him.

APPROVAL OF THE MINUTES: The minutes of the December 4, 2023, Public Safety Committee meeting were approved as submitted.

CITIZEN'S COMMENTS: Mr. Joe Martz, residing at 565 Bankert Drive, reported that he forwarded a copy of the West Manheim Ordinance regarding shooting ranges to the Township Manager.

DISCUSS SHOOTING RANGES ON PRIVATE PROPERTY: Police Chief Hettinger reported that he has received a copy of the ordinance from West Manheim. It is presently under review and has been forwarded to the solicitor, awaiting comments.

DISCUSS VIDEO SYSTEMS FOR TOWNSHIP PARKS: Police Chief Hettinger reported that he has been investigating the acquisition of a video system for Young's Woods and the Community Park at Kid's Kingdom. In discussions with Comcast about internet connectivity, he found that Young's Woods should have easy access, while the Community Park poses a challenge due to the absence of nearby connections. Chief Hettinger is also exploring wireless connection alternatives. Additionally, he reached out to the vendor responsible for installing the video system within the municipal building. The vendor assured him that obtaining video should not be an issue, with the only potential hurdle being the internet connection.

REVIEW OF FIRE COMMISSION MEETING: Fire Chief Clouser announced that the Fire Commission has officially adopted the 2024 budget. Additionally, they have approved and awarded a bid from Keith Smith Concrete for the parking lot repairs at the Clearview Fire Station. The Committee, established to engage with the fire union, has been actively collaborating with a payroll vendor responsible for managing HR, Payroll, and Insurance. Their findings and recommendations will be presented at the upcoming Commission meeting, with the hopes a decision will be made. He also reported Operation Clause has proven to be successful.

EMA UPDATE: Emergency Management Coordinator Waltman submitted his report for December, noting that a meeting is scheduled for Thursday with local authorities to initiate the development of a Cold Blue program.

Chairman Heiland congratulated Coordinator Waltman on receiving the Emergency Coordinator Choice award. Mr. Waltman explained that the award was bestowed by the York County Emergency Agency and expressed gratitude to the Committee for their ongoing support.

OTHER MATTERS: Police Chief Hettinger reported that the Emergency Management Coordinator at York County has resigned, and the department is currently in the process of hiring a replacement for the position.

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

The meeting was adjourned at 6:23 p.m.

Respectfully submitted,

Donna M. Sweeney,
Township Secretary

MINUTES
PUBLIC SAFETY COMMITTEE
FEBRUARY 5, 2024

The Penn Township Public Safety Committee convened on Monday, February 5, 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 Captain Wysocki, 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 January 15, 2024, following the Board of Commissioners meeting. 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 January 2, 2024, Public Safety Committee meeting were approved as submitted.

CITIZEN'S COMMENTS: There were none.

DISCUSS SHOOTING RANGES ON PRIVATE PROPERTY: Police Chief Hettinger reported that he has received feedback from our solicitor regarding the ordinance. The solicitor has examined the ordinance of our neighboring municipality and agrees that it should be treated as a conditional use by designation, and we will need to be specific concerning the wording. Progress is underway on drafting the ordinance, and it will be presented to the Committee for review once finalized.

DISCUSS THE ANNUAL MEMORIAL DAY PARADE: Police Chief Hettinger informed the Committee that they have received a request dated January 5, 2024, from the Allied Veterans Council of Hanover. The request is to hold their annual Memorial Day Parade on Monday, May 27, 2024. Chief Hettinger confirmed that the request is the same as those of previous years and does not raise any concerns. The Committee agreed and recommended adding the request to the agenda of the upcoming Board of Commissioners meeting.

DISCUSS THE STRENGTH UNITED MSA 5K RACE: Police Chief Hettinger informed the Committee of a request received on January 8, 2024, from Strength United CrossFit. They are seeking permission to conduct their 2nd annual 5K fundraiser, scheduled for March 23, 2024, with the aim of raising funds for Multiple System Atrophy. Chief Hettinger confirmed that the request aligns with last year's and does not present any concerns. The Committee had no issues and directed Chief Hettinger to proceed by sending out his standard letter.

DISCUSS THE TRANSFER OF THE LADDER TRUCK TO THE FIRE COMMISSION: Manager Ledley provided an update stating that the Board of Commissioners' lease of the ladder truck to the Hanover Area Fire and Rescue Commission has been fully paid. Seeking guidance, she inquired

about the next steps for transferring the title. The Committee agreed to proceed with transferring the title to the Commission, as stipulated in the original agreement, without any objections.

REVIEW OF FIRE COMMISSION MEETING: Fire Captain Wysocki referenced the Fire Commission report, highlighting that several members were acknowledged for their years of service, as well as staff receiving commendations for their outstanding efforts on the scene of emergencies.

EMA UPDATE: Emergency Management Coordinator Waltman submitted his report for January. He also made a special mention of an overnight oil spill that occurred on January 12th, praising all those involved for their swift action, which prevented what could have escalated into a small disaster.

OTHER MATTERS: Police Chief Hettinger stated that they were able to repair the gate at the Police Department for far less than originally projected.

Commissioner Brown raised a question about a police incident involving a fugitive that occurred in the Borough last week. Chief Hettinger clarified that while our officers were not directly involved in the incident, they responded promptly afterward to assist in securing the scene and gathering evidence.

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

The meeting was adjourned at 7:11 p.m.

Respectfully submitted,

Donna M. Sweeney,
Township Secretary

MINUTES
PUBLIC SAFETY COMMITTEE
MARCH 4, 2024

The Penn Township Public Safety Committee convened on Monday, March 4, 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 February 19, 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.

Police Chief Hettinger introduced Christopher Englebert and Jamie Englebert of Englebert Financial Advisers, Allentown, PA, who were present to provide a brief introduction of the 457 plan for the Township's public safety employees and other services they provide. Ms. Englebert reported that they conduct seminars and manage 457 Plans, Defined Benefit Pension Plans, DROP programs, 401A Plans, and RFP Referee services. Ms. Englebert discussed the potential addition of the Manager as a trustee. Mr. Englebert reported that they offer a service called RFP Referee, wherein they write, distribute, and oversee RFPs for advisory firms for Defined Pension Benefit Plans, suggesting that this should be done every five to six years. The Committee expressed gratitude to the Engleberts for their time.

APPROVAL OF THE MINUTES: The minutes of the February 5, 2024, Public Safety Committee meeting were approved as submitted.

CITIZEN'S COMMENTS: There were none.

ST. JOSEPH'S 5K RACE: The Committee received a request in February, from St. Joseph Parish, to conduct their annual 5k fundraiser event on Saturday, May 11, 2024. Police Chief Hettinger reported that the request is the same as in previous years' and has encountered no issues. The Committee recommended that Chief Hettinger send his standard letter in response.

PROPOSED AMENDMENTS TO THE CIVIL SERVICE RULES AND REGULATIONS FOR THE FIREFIGHTERS: Civil Services President Jeff Spielman reviewed the revisions of the Rules and Regulations for the Firefighters. He stated that the most significant change is the implementation of CPAT testing, a national testing network that provides the Candidate Physical Abilities Test according to the International Association of Fire Fighters (IAFF) standards. Fire Chief Clouser reported that they also eliminated the Pennsylvania Driver's License as a hiring requirement. He mentioned that being so close to the Maryland line limited the pool of potential candidates. Chairman Heiland requested that the subject be added to the

Board Agenda. Chief Clouser provided that they have received 21 applications as of the deadline last week.

RECENT ISO RATING FOR HANOVER FIRE AND RESCUE COMMISSION: Fire Chief Clouser reported that he has received the ISO rating and has forwarded it to the Penn Township and Hanover Borough managers. The first rating for Hanover Area Fire and Rescue Commission was received in 2018 at a score of 70.77, placing them at a rating of 3-3X. This year, the rating increased to a rating of 77.55, which is 2-2.5 points shy of lowering the ISO rating to a 2. A lower rating results in better insurance rates for residents and businesses. The increase was largely attributed to improvements in the Water Department and 911 Centers. However, the fire department's score did not increase significantly due to a lack of personnel. Chief Clouser mentioned that he will be questioning a few of the changes in the scores.

REVIEW OF FIRE COMMISSION MEETING: Fire Chief Clouser reported that the Finance Committee is reviewing payroll providers for when the firefighters are brought on board. The Commission met with Brown Plus, an Accounting & Advisory Firm.

EMA UPDATE: Emergency Management Coordinator Waltman submitted his report for February. He also made a special mention that he and Commissioner Elksnis attended the General Elected Officials Emergency Management Seminar.

OTHER MATTERS: There were none.

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

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

Respectfully submitted,

Donna M. Sweeney,
Township Secretary

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

MINUTES
PUBLIC SAFETY COMMITTEE
MAY 6, 2024

The Penn Township Public Safety Committee convened on Monday, May 6, 2024, at 7 p.m. Present were Chairman Heiland, Commissioners Baile, Berlingo, Brown, and Elksnis. Also present were Police Lieutenant Merwede, Fire Chief Clouser, Township Engineer Bortner, Zoning Officer Smith, and Township Secretary Sweeney. Township Manager Ledley was absent with notice. The following items were discussed:

ANNOUNCEMENTS: Commissioner Heiland announced that an executive session was held on April 15, 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 April 1, 2024, Public Safety Committee meeting were approved as submitted.

CITIZEN'S COMMENTS: Ms. Mary Beth Norton, O'Neill Avenue. Ms. Norton expressed her concerns about a neighbor parking an 18-wheeler diesel truck on McAllister Street, emitting toxic fumes into her home. She highlighted her efforts in contacting the police and referenced zoning ordinances that seemed ambiguous in enforcement. She sought clarification on legal actions and expressed frustration at the lack of resolution. Committee members discussed ongoing efforts to address the issue through potential ordinance changes but acknowledged legal complexities. They advised Norton on documenting violations for effective action and assured her of continued efforts to find a solution.

UPDATE ON PROBATIONARY FIREFIGHTER: Fire Chief Clouser reported the probationary firefighter recently failed the academy, prompting a restart in the selection process. Currently, 11 candidates are undergoing testing for the candidate physical ability test (CPAT) at the Lancaster County Fire Training Center. The director of the Fire Academy expressed confidence that passing the CPAT would bode well for the candidates in the subsequent phases of the academy. Updates on the progress are expected during the next public safety meeting, as the department works to develop a new list of candidates.

2018 PIERCE PUMPER TITLE TRANSFER: Fire Chief Clouser provided an update on the completion of the transfer process for the 2018 Pierce-Pumper. Last year in May, the final payment was made, and recently, the transfer was finalized with the assistance of the secretary and manager. The title for the truck has been obtained, allowing it to be removed from the Township's inventory.

REVIEW OF FIRE COMMISSION MEETING: Fire Chief Clouser provided an overview of the Fire Commission Meeting. The treasury report highlighted that ambulance billing revenue and

subscriptions are slightly above budget, but there is a salary budget concern for EMTs. The hiring of an advanced EMT was discussed to address the issue. A grant for the sprinkler systems offset budget overruns. The Commission entered agreements with Brown Plus and iSolve for financial oversight and payroll services. Building updates included completion of cement work at Clearview and upcoming assessments for other stations. A significant portion of the meeting was dedicated to an award ceremony recognizing the valor and clinical saves by several firefighters and EMS personnel. HR policies were reviewed and will be formally adopted at the next meeting. Operational policies and best practices will undergo a review process before implementation. Chief Clouser reported EMS operational policies are nearly finalized. Proctors for the physical agility test have been trained at the Lancaster County Training Center, which will reduce costs by conducting in-house testing. A plan to potentially improve the ISO rating to class 2 was submitted, aiming to lower the current class 3 rating. Additionally, a trust disbursement of over \$11,000 was received from a deceased resident of Penn Township, with the funds redirected to Hanover Area Fire and Rescue.

EMERGENCY OPERATIONS CENTER LAPTOP PROJECT: Emergency Coordinator Waltman reported on the establishment of an Emergency Operations Center (EOC). A quote for the necessary equipment, including four laptops and a printer, was presented. The total cost is approximately \$8,000. The laptops are intended for use by staff during emergency situations. Usage will vary depending on the incident, ranging from single-person incidents to larger emergencies involving multiple agencies. The EOC will be equipped to handle various emergency support functions such as finance, hazmat, and humanitarian relief. Four laptops were deemed adequate, considering the possibility of additional personnel bringing their own devices. The EOC location has backup power and broadband access. The board agreed that being prepared is crucial, even though there have been many "sunny days" without emergencies. Since the cost does not exceed the bid threshold and falls under the Costars program, no formal motion for approval was required. The total cost of \$7,800 will be covered by funds already set aside. The EOC will be part of a larger plan, with another center being developed by the borough in their new public safety building. The board had no further questions and agreed to move forward with the purchase and establishment of the EOC.

EMA UPDATE: Emergency Management Coordinator Waltman presented his report for March. Mr. Waltman also reported that the county's hazard mitigation plan has completed public review and is now with PEMA for approval. Once PEMA approves, the plan returns to the county for adoption and then goes to local municipalities for adoption. This process should be completed in the next two to three months, with the plan being valid for five years. Adoption of the hazard mitigation plan is required for federal funding. Appreciation was expressed to the Trinity Church of Nazarene for providing crisis care kits, which are hybrid toiletry kits. These kits have been essential in helping 13 individuals displaced by two fires in the past month. The church congregation assembles these kits, which are then distributed to affected individuals. The Red Cross also assists, and the church serves as a backup when the Red Cross cannot meet all needs. There were no further questions or issues raised, and the Committee expressed gratitude for the ongoing support from the community and organizations involved.

OTHER MATTERS: Fire Chief Clousher reported that last year, discussions were held regarding an ordinance for food trucks and updating the fire code. The current fire code includes a chapter on food trucks, but it does not fully address all concerns raised by the Zoning Officer regarding the food truck ordinance. Ahead of this meeting, the intention was to send proposed changes to the board, but due to time constraints, this will now be done tomorrow morning. These proposed changes, initially drafted by Solicitor Hovis, are expected to require minimal revisions. The updated proposal will include the food truck chapter for the board's review, and the Zoning Officer will be included in this process. The fire code update review will be added to the agenda for next month's meeting for further discussion.

Police Lieutenant Merwede informed the board that the hiring process is progressing, but noted that the top four candidates on the list have already been lost. Meeting the academy deadline by early to mid-July will be challenging, and the team will have a considerable amount of work ahead. However, they are committed to trying their best to meet this goal.

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

The meeting was adjourned at 7:34 p.m.

Respectfully submitted,

Donna M. Sweeney,
Township Secretary

MINUTES
PUBLIC SAFETY COMMITTEE
JUNE 3, 2024

The Penn Township Public Safety Committee convened on Monday, June 3, 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 May 20, 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 the meeting scheduled for Tuesday, June 4, 2024, will begin at 6 p.m. starting with the Health and Sanitation Committee Meeting followed by the Finance Committee Meeting.

APPROVAL OF THE MINUTES: The minutes of the May 6, 2024, Public Safety Committee meeting were approved as submitted.

CITIZEN'S COMMENTS:

Kelly King-Trench, 25 Quail Ridge Road, a board member of the Colonial Acres Homeowners Association was present to express concerns of speeding vehicles in their community posing safety risks to young bicyclists and pedestrians. She asked if the speed limit could be reduced from 25 miles per hour to 15 miles per hour and installing speed bumps to deter fast driving.

Police Chief Hettinger responded by stating that speed limits are established by the State for specific types of roads, he proposed targeted enforcement and the implementation of electronic speed signs to promote awareness and ensure adherence to current speed limits. He explained that speed bumps pose logistical difficulties during winter and maintenance issues related to road surfaces.

Tom Trench, 25 Quail Ridge Road, expressed concerns about safety issues on Black Rock Road where it intersects with Baltimore Street, particularly regarding a dangerous left-hand turn. He noted the frequent occurrence of vehicles making unsafe left turns despite traffic conditions, highlighting the need for action to mitigate risks to pedestrians and drivers.

Police Chief Hettinger mentioned that a traffic study is underway to potentially restrict left turns at the intersection.

PTPA COLA AGREEMENT: Manager Ledley reported an agreement between the Township and the police union had been previously negotiated with input from legal representatives and the personnel committee. Despite having reached an agreement, the finalization process had been delayed, resulting in the need for further clarification regarding compensation for the year

2023. Chairman Heiland suggested that the township honor the originally proposed cap of 4% for the year 2023, and to authorize Manager Ledley to communicate this decision to the police union.

POLICE PATROL SERGEANT PROMOTIONAL EXAM: Police Chief Hettinger reported with the retirement of Sergeant Breighner there is a need to promote a new sergeant and hire a replacement officer. Interviews were conducted, and a candidate was identified as the top choice. Chief Hettinger sought approval to make a conditional offer to the selected candidate. He asked the Committee if he had permission to hire another officer to account for a potential future retirement. The Committee requested Chief Hettinger to obtain written confirmation from the second sergeant before making any decisions regarding additional hires.

UPDATE TO THE 2018 FIRE CODE: Fire Chief Clouser presented an overview of a proposed ordinance to update the fire code. He outlined the transition from the 2015 edition to the 2018 edition, noting that despite the state's continued use of the 2018 Uniform Construction Code (UCC), the 2021 building code had not yet been adopted. He addressed specific elements within the proposed update, including regulations for mobile food preparation vehicles, gate key switches, and connections to municipal fire alarm systems. It was agreed to thoroughly review the proposed changes and discuss detailed provisions at the next meeting. The Committee requested the fire code update as an agenda item for the following month to facilitate further examination and clarification as needed.

REVIEW OF FIRE COMMISSION MEETING: Fire Chief Clouser reported the board approved the personnel and HR policies after review by the commission solicitor, incorporating suggested amendments. Updates regarding administrative efforts with ISOLT, a payroll and HR management company, and Brown Plus, handling financial matters, were discussed. There was mention of ongoing discussions about potentially updating the 2018 fire code in relation to a food truck ordinance across both municipalities. The location for the Fourth of July fireworks was confirmed to remain unchanged from last year, scheduled for 9:30 PM on the 4th of July with a rain date set for the 5th.

EMA UPDATE: Emergency Management Coordinator Waltman submitted his report for March.

OTHER MATTERS: Police Chief Hettinger announced the upcoming graduation of Officer Waltersdorff from the academy on June 20th, noting that he, and President Commissioner Elksnis would attend the ceremony.

He also informed the Committee about the Diocese of Harrisburg's annual pilgrimage walk, to take place on June 4, 2024, starting in Adams County and scheduled to conclude at St. Joseph's in the area around 4 or 5 p.m. While no road closures were requested, patrols were made aware of the event to ensure smooth traffic flow.

Additionally, Chief Hettinger reported that all necessary data for upgrading the Township's Internet and phone systems had been compiled and distributed. Final decisions regarding the

upgrades, which include transitioning to fiber Internet at two locations and implementing a modern phone system with caller IDs, would be made in the coming days or weeks.

CITIZEN'S QUESTIONS TO COMMITTEE REGARDING DISCUSSION ITEMS:

Nicole Sellers, residing at 730 McAllister Street, inquired about a potential amendment to the zoning ordinance, specifically Article 3, Section 320, concerning commercial vehicle parking on residential lots. Zoning Officer Smith stated he provided his cell phone number to the resident who had raised concerns of the commercial vehicle and had received no follow-up from the complainant.

Michelle Koch, residing at 46 Frock Drive, raised concerns about speeding but specifically about the hazardous blind curve in the Colonial Acres neighborhood located around 46 Frock Drive . There are vehicles parking on both sides of Frock Drive around the curve, creating a significant safety hazard. She stated its dangerous when backing into her steep driveway due to the risk of oncoming vehicles. Chief Hettinger suggested a traffic study could be done to propose parking on one side of the street only.

Cindy Burnett, residing at 171 Pheasant Run Lane, echoed the concerns about speeding and hazardous curves. She recounted an accident a few years ago involving her son, caused by the difficulty in navigating the curve due to the parked cars.

The meeting was adjourned at 7:34 p.m.

Respectfully submitted,

Donna M. Sweeney,
Township Secretary

MINUTES
PUBLIC SAFETY COMMITTEE
JULY 1, 2024

The Penn Township Public Safety Committee convened on Monday, July 1, 2024, at 7 p.m. Present were Chairman Heiland, Commissioners Baile, Berlingo, Brown, and Elksnis. Also present were Police Chief Hettinger, Fire Chief Clousher, 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 June 17, 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 there will be an executive session held this evening following the Public Works Committee meeting to discuss personnel matters.

APPROVAL OF THE MINUTES: The minutes of the June 3, 2024, Public Safety Committee meeting were approved as submitted.

CITIZEN'S COMMENTS: Mary Beth Norton of 5 O'Neill Avenue, Hanover, PA, returned for a follow-up on the issue of a diesel truck idling on McAllister, O'Neill Avenue, which she previously raised two months ago. She sought updates on actions taken and the solicitor's opinion on the matter. Zoning Officer Smith reported no new information from the solicitor and mentioned no additional complaints had been received. Ms. Norton reiterated the need to address the ordinance's vagueness regarding the storage of commercial vehicles in residential areas, citing section 320, item D of the Zoning Ordinance. She expressed frustration that the ordinance had not yet been updated and pointed out that she had provided ample evidence previously. The council clarified that while the current ordinance review is ongoing, any changes to the ordinance would have to be formally processed through the Planning Commission, which is currently revamping the entire Zoning Ordinance. Ms. Norton was advised to attend the Planning Commission meeting to express her concerns. Zoning Officer Smith informed her that the ordinance amendment process involves several steps, including solicitor review, county review, and public comment.

James Kennedy, president of the Springbrook Condominium Association, representing 48 units primarily in Penn Township, raised concerns about the ingress-egress of the community onto Spring Avenue. He reported the narrow, non-standard width of the private road leading to safety issues, particularly with vehicles parked at the intersection, obstructing sight distance for residents, many of whom are older. He requested the Township consider measures like painting no-parking zones or adding signage to improve safety. The Committee acknowledged the issue and suggested a traffic study might be required to warrant any changes. Police Chief Hettinger mentioned prior complaints and targeted enforcement but noted the complexity due to the private road status. The Committee agreed to consult with the solicitor to determine responsibility for the traffic study and provide an update. Mr. Kennedy provided his contact information for follow-up.

Ms. Barbara Smith addressed the Committee on behalf of her mother, the owner of 120 Ruel Avenue, to raise ongoing concerns about the neighboring property at 122 Ruel Avenue. She reported despite multiple citations issued by Penn Township Property Maintenance staff, the issues remain unresolved, with severe neglect including overgrown weeds, a deteriorating shed, and significant amounts of trash. Ms. Smith expressed frustration that the citations have not led to meaningful action and questioned the allocation of the fine money. She stated that the negative impact on surrounding property values and potential safety hazards, including attracting rodents and posing risks to local children. Zoning Officer Smith explained the legal constraints and lengthy processes involved in property enforcement, noting that while citations have been issued and fines paid, progress is slow due to legal procedures and uncooperative property owners. The Committee acknowledged the difficulties and assured continued efforts to address the situation, though they emphasized the limitations imposed by current laws.

CANS FOR A CAUSE 5K EVENT: Ms. Trisha Newsom and Mr. Jack Warehime from Hanover Foods, Inc., attended the meeting to discuss their plans for an inaugural 5K event celebrating Hanover Foods' 100th anniversary. They aim to make this an annual event, starting with a goal of 150 participants and including community involvement with tents and possibly food trucks. A map of the route was provided, and Ms. Newsom mentioned the need for volunteers and safety measures, including reflective clothing and signs. The event is scheduled for October 19th at 9 a.m., with the start and finish at 501 Ridge Avenue. Concerns were raised about traffic, particularly on Wilson Avenue, and the need for sufficient personnel to manage the crossing. The Committee suggested contacting Flagger Force for additional support and emphasized the importance of safety. The issue of food truck permits was also discussed, requiring approval from the Zoning Hearing Board.

HANOVER HOMECOMING PARADE: Police Chief Hettinger reported a request dated June 5, 2024, requesting permission for the annual Hanover homecoming parade on October 4, 2024. It was noted that this parade is a yearly event, typically very short, lasting only 15 to 20 minutes, and has historically been free of issues. The Committee recommended approving the request.

SGT. BREIGHNER RETIREMENT: Police Chief Hettinger reported Sergeant Breighner has submitted his official retirement letter, and a copy was sent to the Board. The process to promote a new sergeant has begun, with sign-ups closing on July 26th. Candidates will have 90 days to study, with the written test tentatively scheduled for October 21st. Sergeant Breighner's last official working day is July 2nd, and there will be a farewell gathering at noon at the police department. The Committee and staff are invited to attend. The Committee expressed gratitude for Sergeant Breighner's years of service. Additionally, Probationary Officer Waltersdorff graduated on June 20th and is now actively on duty, performing well.

2018 FIRE CODE: Fire Chief Clouser reported that at the last meeting, a draft ordinance to adopt the 2018 Fire Code was presented. A similar ordinance will be submitted to the Hanover Borough's Public Safety meeting next month with some differences, such as the open burning

rules. The discussion included whether to implement operational permits for various activities and structures and construction permits for specific safety systems. There was also a proposal to include key boxes with gate key switches for improved emergency access. The draft aims to ensure new buildings within reach of the fire alarm system comply with the code. Feedback indicated that the ordinance covers crucial safety aspects, especially regarding events like carnivals and food trucks. The Committee discussed the need for a separate ordinance to designate permitted zones for food trucks while using the fire code to enforce safety standards. The draft received positive feedback for its comprehensiveness and alignment with the Borough of Hanover's codes, aiming for consistent fire inspection standards across jurisdictions. The Committee recommended adopting the ordinance.

REVIEW OF FIRE COMMISSION MEETING: Fire Chief Clouser reported the Fire Commission Board received the first report from Brown Plus, the Bureau of Financial Review, providing a comprehensible high-level view of the Commission's accounting practices. The Commission also discussed emergency repairs at the Wirt Park Fire Station due to a concrete hole caused by a rotted tree stump beneath the apron, which has now been rectified. Additionally, a new medic unit chase truck was put into service last month. The Hanover Volunteer Fire and Rescue's chicken barbecue is scheduled for August 17th. The Board considered appointing an EMS supervisor to oversee daily EMS operations, which are currently handled by overburdened Captains. A negotiating team for contract negotiations, including Chairman Newman, Commissioner Berlingo, and Councilor Tim Kress, was appointed. Oral interviews for firefighters were completed, and a list of eight candidates will be certified by both Civil Service Commissions. The goal is to have a new firefighter ready for the academy in September to fill a Township position.

EMA UPDATE: Emergency Management Coordinator Waltman submitted his report for June. He reported a meeting is scheduled for tomorrow at 3 PM with the Halloween Parade Planning Committee at the Fire Station on Clover Lane. The Committee will discuss the feasibility of holding the parade this year, considering volunteer shortages and past issues with rowdiness. Traditionally held on Thursday evenings, the possibility of a Saturday daylight parade will be explored. Chief Martin from Borough of Hanover's Police Department stated that permits for road closures will only be issued for the 31st or 24th, not for Saturdays, addressing manpower shortages with Southwest Security and G-Force. The Committee raised concerns about the rowdiness associated with candy distribution, suggesting the elimination of candy to improve safety.

OTHER MATTERS: Commissioner Elksnis reported that July 16th is the last meeting for National Night Out, scheduled for August 6th, which is a Tuesday. He reported that all four Committee meetings are scheduled for Monday at 6 p.m. The Committee was reminded to ensure public awareness of the meeting schedule and encouraged everyone to attend National Night Out, highlighting it as a fun event.

Fire Chief Clouser reported that with potential retirements on the horizon, there is a need to address the responsibilities of Ordinance 692, which pertains to residential rental inspections.

Currently, over 900 rental properties require inspection, and the workload exceeds the available time and resources of the Fire Department. He suggested that this task be assigned to the new staff member who will replace the Zoning Officer upon his retirement. The ordinance requires regular inspections of rental units, but the frequency is flexible. It was noted that the landlords in Penn Township are generally cooperative with safety improvements. The discussion emphasized the need to plan and budget for additional personnel to handle this task effectively, ensuring a smooth transition and maintaining compliance with the ordinance.

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

The meeting was adjourned at 8:06 p.m.

Respectfully submitted,

Donna M. Sweeney,
Township Secretary

MINUTES
PUBLIC SAFETY COMMITTEE
AUGUST 5, 2024

The Penn Township Public Safety Committee convened on Monday, August 5, 2024, at 6 p.m. Present were Chairman Heiland, Commissioners Baile, Berlingo, Brown, and Elksnis. Also present were Police Chief Hettinger, Fire Chief Clouser, Township Engineer Bortner, Zoning Officer Smith, Superintendent Lank and Township Secretary Sweeney. The following items were discussed:

ANNOUNCEMENTS: Commissioner Heiland announced that an executive session was held on July 19, 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 National Night Out will be held Tuesday, August 6, 2024, from 6 p.m. to 8 p.m. at Emory H. Markle Middle School, and further there will be an executive session held this evening following the Health & Sanitation Committee meeting to discuss personnel matters.

APPROVAL OF THE MINUTES: The minutes of the July 1, 2024, Public Safety Committee meeting were approved as submitted.

CITIZEN'S COMMENTS: There were none.

BEAVER CREEK ROAD AT BROADWAY: Police Chief Hettinger reported recently there was a fatal accident on Broadway at Beaver Creek. The accident was attributed to driver error, not a roadway deficiency. However, concerns were raised about the safety of the intersection, especially regarding the left turn from Beaver Creek onto Broadway, where speeding is an issue. The possibility of prohibiting left turns at the intersection is being explored, which would reroute traffic down Oak Hill Drive. Another suggestion involved placing a mirror on a telephone pole to improve visibility for drivers, but its effectiveness is doubtful, and approval is required to install it. The township is awaiting traffic study results to determine the best course of action.

Mrs. Dana Valdes-Dapena, a resident on Broadway, who lives near the intersection, expressed concerns about the safety of the area, advocating for closing the intersection to left turns or improving signage. She spoke about frequent high speeds on Broadway and suggested that improved signage could help mitigate the risks. Chief Hettinger acknowledged her concerns and confirmed that a traffic study is underway, which is the first step in determining any potential changes to the intersection.

POLICE SERGEANT PROMOTION TEST: Police Chief Hettinger reported that nine applicants have met the requirements and signed up for the sergeant's promotional test. Study guides have been received and will be distributed to the candidates starting tomorrow. The test is tentatively scheduled for October 28th, and arrangements are being made to secure a location that can accommodate the nine candidates and a proctor.

UPDATE ON THE TOWNSHIP INTERNET/TELEPHONE SYSTEM: Police Chief Hettinger reported that fiber has been installed at the municipal buildings, although it has not yet been connected. The switch to a fiber internet connection will happen soon. The telephone system has been fully transitioned from Brightspeed Communication to Comcast, now offering caller ID and eliminating the need to dial a code for long-distance calls. There were two minor issues with the transition, including an alarm system concern, but these are being or have been addressed.

15TH ANNUAL HAWK HUSTLE: Police Chief Hettinger reported the Hanover Athletic Booster Club has requested to hold their 15th annual Hawk Hustle on November 9th, using the same course and location as in previous years. There have been no issues in the past, and there were no objections from the committee.

HALLOWEEN PARADE AND TRICK OR TREAT: Police Chief Hettinger reported that while we have not received an official request, the Hanover Jaycees have set the date for the annual Halloween Parade for Thursday, October 24th. He requested the board to set the date for trick-or-treat for the Tuesday before the parade, which would be October 22nd this year. The committee recommended setting the date.

VACANT FIREFIGHTER POSITION: Fire Chief Clouser reported the position of Firefighter is still open. A list of candidates has been prepared by the Civil Service Commission, and approval from the committee is being sought to make a conditional offer to one of the candidates. There were no objections, and recommended Chief to move forward with the hiring process.

REVIEW OF FIRE COMMISSION MEETING: Fire Chief Clouser reported the Fire Commission reviewed and approved the job description for the EMS Supervisor position, which has been advertised, and applications are being received. Additionally, Chief Clouser reminded everyone of the volunteer company's chicken barbecue on August 17th, with tickets now available for purchase. The Chief also mentioned that a temporary solution for the EMT position for the ambulance is being worked on but has not yet been presented to the Commission. Lastly, Chief Clouser addressed an interview with the York Daily Record, indicating that he is waiting to see how it will be reported.

EMA UPDATE: Emergency Management Coordinator Waltman submitted his July report, highlighting the impact of the July 18th storm. Penn Township experienced some minor damage issues, but no structural damage was reported, unlike in the borough where several buildings were damaged, with one incurring over \$100,000 in damage. The storm, characterized by violent downdrafts and downbursts, moved from west to east, with some areas, including parts of York, being hit hard. Coordinator Waltman stated he relies on reports from law enforcement, 911 dispatches, residents, and his own observations for damage assessments.

He also provided an update on Tropical Storm Debbie, which could impact the area on Saturday evening, according to the National Weather Service. Lastly, a planned 5K run and celebratory event on Ridge Avenue has been modified; the 5K run has been canceled due to permit issues, but the event itself will still take place.

OTHER MATTERS: Police Chief Hettinger reported he is working with the solicitor on developing an ordinance or code related to ranges. The process is ongoing and hasn't been forgotten. They are using the Stowe Township code, which was upheld by the Pennsylvania Supreme Court, as a template. Chief Hettinger is coordinating with the solicitor to adapt this framework to fit the township's needs.

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

The meeting was adjourned at 6:17 p.m.

Respectfully submitted,

Donna M. Sweeney,
Township Secretary

MINUTES
PUBLIC SAFETY COMMITTEE
SEPTEMBER 3, 2024

The Penn Township Public Safety Committee convened on Tuesday, September 3, 2024, at 6 p.m. Present were Chairman Heiland, Commissioners Baile, Berlingo, Brown, and Elksnis. Also present were Police Chief Hettinger, Fire Captain Adams, Township Engineer Bortner, Zoning Officer LeFevre, and Township Secretary Sweeney. The following items were discussed:

ANNOUNCEMENTS: Commissioner Heiland announced that an executive session took place on Monday, August 19th, 2024, following the Board of Commissioners meeting, where the solicitor was consulted on legal and personnel matters. Another executive session was held on Wednesday, August 21st, 2024, to address personnel issues.

Next month's Health and Sanitation Committee meeting is scheduled for Tuesday, October 1st, at 6 p.m., with the Finance Committee meeting to follow immediately after. Additionally, there will be an executive session this evening, following the Health and Sanitation meeting, to discuss personnel matters.

APPROVAL OF THE MINUTES: The minutes of the August 5, 2024, Public Safety Committee meeting were approved as submitted.

CITIZEN'S COMMENTS: Jason Huggins from 140 Center Street raised concerns about tractor-trailers making U-turns in his neighborhood on Center Street after realizing too late that they cannot proceed further due to inadequate signage. This has resulted in several accidents. He suggested placing clearer signs before the problem area to prevent trucks from entering the residential area. Chief Hettinger reported that originally, there were signs in Hanover Borough indicating "no trucks 500 feet ahead" after crossing the first set of railroad tracks. However, these signs caused confusion, leading truck drivers to stop in the middle of the road, thinking they couldn't proceed to the businesses located on Center Street. As a result, the signs were removed to allow traffic to continue. Additionally, "no left turn for trucks" signs were installed at the Hanover Terminal, and there is consideration of placing more signs further up the road near the Hanover Brands area to address the issue.

Additionally, Mr. Huggins expressed frustration with residents from nearby townhouses parking on his street, which is causing inconvenience for local homeowners. He requested that the issue be addressed. Chief Hettinger said they cannot regulate parking within private property or enforce zoning rules related to it. However, off-street parking is public and open to anyone, so we have no authority to control or restrict it.

ANNUAL HANOVER HALLOWEEN PARADE: Police Chief Hettinger reported that the Hanover Jaycees have officially requested to hold their annual Hanover Halloween Parade on October 24th, following the same format as in previous years. The Committee recommends approving the request.

POLICE CHIEF HETTINGER RETIREMENT: Chief Hettinger announced that he will officially retire from his role as Chief of Police of Penn Township on September 15, 2024, after 31 years of service. He has accepted a position with York County as the Executive Director of Public Safety. Chief Hettinger expressed his gratitude to the township and the commissioners for the opportunities he's had, stating that it has been his distinct pleasure to serve the residents. In response, the board expressed their deep appreciation for his contributions, especially during his tenure as Chief, and noted that he will be greatly missed.

REVIEW OF FIRE COMMISSION MEETING: Captain Adams provided an update on the recent Fire Commission meeting. He reported the primary topic was the shortage of EMS personnel, which raised union concerns about potential full outsourcing of EMS services. The board reassured attendees that full outsourcing is not planned; instead, it's a temporary measure until staffing levels are restored. The Fire Chief reiterated that outsourcing EMS services is only a temporary solution, necessary to meet the Department of Health's requirement for 24/7 ALS service. The job description for the Deputy Chief was approved, and the position has received 50 applications, which are now under review.

The building committee discussed potential future expansions by purchasing properties adjacent to the Clearview Fire Station, with the Chief and board members planning to contact the respective owners. Lastly, Jim Sheldon, the Borough Finance Director, announced plans to submit an SDMP grant in September for the pension review of Penn and Hanover firefighters, including EMS, with the aim of exploring ways to unify the pension system.

VACANT PROPERTY REGISTRATION ORDINANCE: Commissioner Heiland reported the he consulted with the solicitor to address the problem of blight and unused buildings. He stated that the Borough of Hanover implemented a vacant property registration ordinance about a year or two ago. This ordinance would require owners of vacant buildings to register them, pay a fee, and have the properties inspected periodically to ensure they remain safe and aren't at risk of collapse. He provided a copy of this ordinance; he suggested reviewing it for potential discussion at a future meeting to determine if it's something to consider implementing.

EMA UPDATE: Emergency Management Coordinator Waltman presented his report for September. He provided an update on the impact of Hurricane Debbie Remnant on August 8th and 9th. Regular communication was maintained with York OEM, Web USD, and the National Weather Service through Slack software during the storm. He traveled extensively, noting intermittent downpours and wind gusts that caused temporary flash flooding in the usual areas, although the Park Hills area surprisingly avoided flooding this time.

On August 9th, a disaster declaration was granted for 21 counties, including York, which opens state disaster relief funds, not federal. Additionally, he updated all GIS and sector maps for the upcoming Halloween Parade, ensuring better communication between marshals and fire police, who will be stationed at the square during the event.

OTHER MATTERS: Fire Captain Adams reported William McGee has been offered and accepted a position as the 16th firefighter in a floating role within the fire department. He reported Mr. McGee has completed fire academy training in 2023 in Frederick County, Maryland, and will not

need to attend another academy. The next steps involve finalizing the necessary processes, after which he will be ready to start his duties.

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

The meeting was adjourned at 6:18 p.m.

Respectfully submitted,

Donna M. Sweeney,
Township Secretary

MINUTES
PUBLIC SAFETY COMMITTEE
OCTOBER 7, 2024

The Penn Township Public Safety Committee convened on Monday, October 7, 2024, at 7 p.m. Present were Vice-Chairman Elksnis, Commissioners Baile, Berlingo, and Brown. Also present were Police Chief Merwede, Fire Chief Clousher, Township Engineer Bortner, Zoning Officer LeFevre, and Township Manager Sweeney. Chairman Heiland was absent with notice. The following items were discussed:

ANNOUNCEMENTS: Commissioner Elksnis announced that an executive session took place on Tuesday, October 1, 2024, following the Finance Committee Meeting, to discuss personnel matters. Additionally, there will be a shredding event this Saturday, October 12, 2024, from 8 a.m. to 1 p.m. at the Recycling Center. There will be an executive session held this evening following the Public Works Committee meeting to discuss personnel matters.

APPROVAL OF THE MINUTES: The minutes of the September 3, 2024, Public Safety Committee meeting were approved as submitted.

CITIZEN'S COMMENTS: Mr. Lenny Rice, 125 Hirtland Avenue, inquired about the events that occurred at South Western High School over the past weekend. Commissioner Elksnis advised Mr. Rice that he may want to address his concerns with the School Board. Police Chief Merwede addressed his concerns.

2025 KLUGH ANIMAL CONTROL CONTRACT: Manager Sweeney reported the receipt of the 2025 Klugh Animal Control Agreement, noting that it maintains the same level of service as before with about a ten percent increase in pricing. There was an increase of two hundred percent in cost for calls on Wednesday's due to reduced staffing. The committee recommended approving the agreement.

REPLACEMENT OFFICER FOR RETIRED CHIEF HETTINGER: Police Chief Merwede reported the consortium test was given on September 28, 2024. Twenty-four candidates passed both the written and oral tests. Two have been eliminated and one withdrawal. His Detectives are prepared to conduct oral interviews, with the goal of a hire to start the academy this January. The committee unanimously recommended moving forward with interviews.

2025 POLICE BUDGET: Police Chief Merwede highlighted a few items on the budget. He added the cost of the academy and travel into the training budget. Public utilities increased significantly. He reviewed the costs of Body-worn cameras, car computers and annual maintenance fee, the additional security on the government cloud. The Committee thanked Chief Merwede.

REVIEW OF THE FIRE COMMISSION MEETING: Fire Chief Clousher provided an overview of the recent Fire Commission meeting. He reported that, in accordance with the by-laws, the Fire

Commission's budget must be submitted to the municipalities by October 1st. Due to the hiring of a Deputy Fire Chief, an EMS Supervisor, and ongoing contract negotiations, he hopes to present the budget at the November meeting. He initially projected a worst-case scenario, incorporating a 28% budget increase. However, following a review by the Commission's Finance Committee and the identification of a \$508,000 carryover, the proposed budget increase has been reduced to 4.98%. Chief Clouser also anticipates a 6% rise in workers' compensation insurance. Planned capital expenditures include the purchase of two cardiac monitors and a new ambulance.

He reported that an offer has been made to a candidate for the EMS Supervisor position, with hopes of announcing the appointment in the near future. His next priority is to focus on hiring for the Deputy Chief role.

Additionally, Chief Clouser provided an update on the efforts to fill the 16th firefighter position and is aiming to introduce the successful candidate at the October Board of Commissioners meeting.

EMA UPDATE: Emergency Management Coordinator Waltman presented his report for September. Mr. Waltman reported that the YMCA held its annual Snacktown Run Fest on Saturday with support from Flagger Force, which provided 35 personnel and supervisors. There was only one minor incident, EMS responded quickly, and the runner was able to continue the race without injury. A severe storm on September 21st caused temporary flooding on Boundary Avenue and a few other locations, but overall, the summer storms have caused minimal damage. Hurricane Milton, currently in Florida, is projected to move into the Atlantic and is unlikely to head north. Preparations are also underway for the upcoming Halloween parade, an emergency plan is under revision, and inspector maps are being prepared for the marshals.

FIRE MMO: Manager Sweeney reported that the Minimum Municipal Obligations (MMOs) for the township's pension plans were adopted at last month's meeting. However, it was later discovered that the Firefighter's Collective Bargaining Agreement, amended in 2023, now includes longevity in the pension calculations. As a result, the Fire MMO must be revised to reflect a new total of \$196,046.79. The Committee recommended approval of the revision.

OTHER MATTERS: There were none.

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

The meeting was adjourned at 7:23 p.m.

Respectfully submitted,

Donna M. Sweeney,
Township Secretary

MINUTES
PUBLIC SAFETY COMMITTEE
November 4, 2024

The Penn Township Public Safety Committee convened on Monday, November 4, 2024, at 7:06 p.m. Present were President Elksnis, Commissioners Baile, Brown, Heiland, and Fanelli. Also present were Police Chief Merwede, Fire Chief Clousher, Township Engineer Bortner, Zoning Officer LeFevre, Township Manager Sweeney, and Assistant Township Manager Klinefelter. The following items were discussed:

ANNOUNCEMENTS: Commissioner Heiland announced there was an executive session held on Tuesday, October 29, 2024, following the finance budget meeting regarding personnel matters. There will also be an executive session this evening following the Public Works Committee Meeting to discuss personnel matters.

APPROVAL OF THE MINUTES: The minutes of the September 3, 2024, Public Safety Committee meeting were approved as submitted.

CITIZEN'S COMMENTS: Joe Martz, 565 Bankert Rd, asked the Commissioners the status of the private land shooting range ordinance. Joe said he was working with the prior police chief on this and since there is a new chief he wanted to come in front of the Commissioners to discuss. Police Chief Merwede commented there is no new status on this potential ordinance and will look into the ordinance further.

2025 York County SPCA Agreement: Manager Sweeney reported the receipt of the 2025 Klugh Animal Control Agreement, noting that there is a \$750 increase for the 2025 rate.

TRUCK TRAFFIC ON YOUNGS ROAD: Police Chief Merwede reported a traffic survey was completed due to tractor trailers on a smaller width road and making gauges on Broadway. Based on the survey, Chief Merwede recommends posting "No Trucks" signs on both ends. The Commissioners discussed the routes that tractor trailers choose to take in the area.

NEW HIRE, SERGEANT EXAM, LIEUTENANT EXAM: Police Chief Merwede said they gave a conditional offer to an individual for a patrolman position. This individual will go to the academy in January 2025 if all conditions are met for hiring. On October 30, 2024, the department had 9 candidates take the written sergeant's exam to fill the open sergeant's position. The lieutenant position test was ordered, and the exam will be given to candidates in January 2025.

2025 POLICE BUDGET: Chief Merwede highlighted areas of the budget the Commissioners had questions on. It was outlined the additional patrolman was added to the budget due to potentially losing a Sergeant in the middle of 2025. There are three positions in the budget total. The commissioners discussed not adding the extra position in the budget when there is no written notice from the Sergeant confirming retirement in 2025. Chief Merwede was asked

to review the numbers for the pension, insurance, uniforms, etc. to ensure the numbers reflect the extra hires. The in-car cameras will soon need replaced. Commissioner Elksnis discussed applying for a grant to help purchase the cameras. It was discussed that when the police department has a patrol car that will be getting replaced by a newer vehicle, could that car be used in another department like public works. One of the vehicles no longer runs and needs to be replaced. Chief Merwede mentioned that car 18 will be getting replaced and they were planning on trading it in or posting it on Municibid. They will look further into moving the car from the fleet to another department.

FIRE COMMISSION MEETING REVIEW: Fire Chief Clouser said the Commission is taking the next step with their 2025 budget and giving it to the Municipalities to review. A grant was received to remodel the EMS bunk room at their facility and the labor time will be donated. The department received a quote from a plumber to extend the bathroom on the second floor of the facility, and potentially be paid by grant funds. The Fire Department participated in fire prevention week. They visited daycares and schools to educate the children. A new EMS supervisor started on 11/04/24. An offer was given to a potential firefighter. The Commission is looking into switching banks and possibly moving to Member's 1st Federal Credit union.

2025 FIRE BUDGET: Fire Chief Clouser reviewed the Penn Township portion of the 2025 Budget with the Commissioners. There is no increase in staffing for 2025. The fire commission portion of the budget will increase 4.9% taking the contribution from \$868,400 to \$911,646. Hydrant repairs were increased due to additional Hydrants and maintenance of the current ones. The commissioners discussed the hydrant rental cost and reasons Municipalities need to pay it. Commissioner Heiland asked for clarification regarding the lease payment for the building as the amount decreased from 2024. Chief Clouser said he calculated the payment from a spreadsheet he received from a prior manager and will investigate it further. There is a plan to refurbish an ambulance which will be funded by reserves. There is a 6% increase in insurance for the building/vehicles. Chief Clouser reviewed the remaining line items and potential projects for 2025, and said reserves will be used to balance the budget.

EMA UPDATE: EMA Coordinator Jeff Waltman said everything went well with the 2024 Halloween Parade. Jeff said tomorrow, Tuesday November 5th is the General Election, and he has a copy of the York County Emergency Plan for Elections.

PENN TOWNSHIP SAFETY COMMITTEE: Assistant Township Manager Klinefelter discussed creating a Safety Committee within the Township. She explained that when a committee is created and certified with the state, the Township can receive a 5% discount on their workers' compensation insurance. The Commissioners agreed that starting the committee was a good idea.

OTHER MATTERS: There were none.

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

The meeting was adjourned at 7:55 p.m.

Respectfully submitted,

Laura Klinefelter
Township Secretary

MINUTES
PUBLIC SAFETY COMMITTEE
December 2, 2024

The Penn Township Public Safety Committee convened on Monday, December 2, 2024, at 7:00 p.m. Present were President Elksnis, Commissioners Baile, Brown, Heiland, and Fanelli. Also present were Police Chief Merwede, Fire Chief Clousher, EMA Coordinator Jeff Waltman, Township Engineer Bortner, Zoning Officer LeFevre, Township Manager Sweeney, and Assistant Township Manager Klinefelter. The following items were discussed:

ANNOUNCEMENTS: Commissioner Heiland announced there was an executive session held on Monday, November 18, 2024, following the Board of Commissioners meeting regarding personnel matters. There will also be an executive session this evening following the Public Works Committee Meeting to discuss personnel matters.

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

CITIZEN'S COMMENTS: None

PROBATIONARY PATROLMAN ENGLER'S PROBATION: Police Chief Merwede discussed Tessa Engler will be released from probation on December 20, 2024.

HANOVER BRANDS CROSSWALK/ESAB SIGN: Chief Merwede received a phone call from Hanover Brands regarding wanting crosswalks and how ESAB has them already installed. There needs to be a traffic study done by LTAP for PennDOT to consider permitting this. The traffic study is paid for by LTAP. Commissioners discussed how ESAB has video surveillance of their signs and can monitor them if they are hit. They would like to see Hanover Brands install video surveillance for the ones they would have installed. Hanover Brands wants one on Wilson and one on 116. Commissioners agreed that Hanover Brands will pay for the signs and installation of them.

FIRE COMMISSION MEETING REVIEW: Fire Chief Clousher signed an engagement letter with their auditing firm for 2025. Hose testing will be done by the Fire Department and will test to ensure each hose can handle the pressure of the water for a period of time. Pumper testing was done by the Fire Department to test that the trucks are continuing to pump as they should. Borough of Hanover Firefighter Hale retired from the department this month. There will also be another Borough firefighter retiring in December. Both firefighters served over 30 years. A full time EMT and fulltime Paramedic were hired.

FOOD TRUCKS AND JOINT PERMITTING WITH HANOVER BOROUGH: Fire Chief Clousher discussed the 2018 International Fire Code and the part pertaining to food trucks. He is recommending that the Township join with Hanover Borough to come up with a permitting/inspection process for the food trucks that would like to operate in our

municipalities. The Fire Department will do an annual inspection of the truck as well as an inspection the day of the event. There could potentially be a special events permit that can be applied for instead of these going to the Zoning Hearing Boards. Commissioners discussed what food truck events look like in the Township versus the Borough. Commissioners said a special event needs to be better defined for a permitting process to be created. The committee wants to see what Hanover Borough's response and options are on creating these permits and having the required inspections.

EMA UPDATE: EMA Coordinator Jeff Waltman said if there are special events happening, he would like to be informed. He will be able to help ensure safety procedures are established for the event. Jeff discussed putting group training together regarding Township disasters and hazards for employees in public works and other departments.

COUNTY HAZARD MITIGATION PLAN: EMA Coordinator Jeff Waltman gave an overview of what the County Hazard Mitigation Plan is to the Committee. It is required that every municipality adopt a Hazard Mitigation Plan. This plan is updated every five years. He recommends the Commissioners adopt the plan.

OTHER MATTERS: There were none.

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

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

Respectfully submitted,

Laura Klinefelter
Township Secretary