

MINUTES  
PUBLIC SAFETY COMMITTEE  
JANUARY 4, 2016.

The Penn Township Public Safety Committee met on Monday, January 4, 2016 at 7:15 P.M. following the Board of Commissioners reorganization meeting. Present were Chairman Felix and Commissioners Brown, Heilman, Klunk and Van de Castle. Also present were Township Manager Rodgers, Police Chief Laughlin, Fire Chief Cromer, and Township Secretary Hallett. The following items were discussed:

ANNOUNCEMENTS: None

APPROVAL OF MINUTES: The minutes of the December 15, 2015 Public Safety Committee meeting were approved as submitted.

CITIZEN'S COMMENTS: None

UPDATE ON HIRING OF PROBATIONARY OFFICER: Police Chief Laughlin reported that a conditional offer was extended to Juliann Celich and she accepted. Her psychological exam was administered on December 29, 2015 and the results are pending. Once the official results are in we can move forward. Chief Laughlin gave Ms. Celich a tentative start date of February 1, 2016 as long as everything is ok.

UPDATE ON SERGEANT'S PROMOTIONAL EXAM: Chief Laughlin reported that after administering the sergeant's exam there are four individuals who will need to be given an oral exam by the Chiefs. Three Chiefs will be selected from within York County to give the oral exam and then the results will be presented to the Civil Service Commission.

UPDATE ON AERIAL TRUCK: Fire Chief Cromer reported that the aerial truck was broken down last month with an initial repair cost of \$75,000. The bill came in at approximately \$13,000. This repair left the truck out of service for one month. During this time the aerial truck in Hanover Borough also broke down on a Sunday. Due to the determination of a couple of individuals the parts were able to be located on a Sunday and the truck was able to be put back in service. During 2015 repairs for Penn Township's truck cost close to \$45,000. As previously reported, these trucks start to cost quite a bit of money in repairs around fifteen years and our aerial truck is fifteen or sixteen years old. Chief Cromer is less concerned with the cost of repairs than the time the truck is out of use for each repair.

Commissioner Felix did not believe that tonight was a good night to begin discussion on purchasing a new truck. He does want to discuss it during February's Public Safety meeting. He would like Chief Cromer to prepare an approximate cost of purchasing a new truck as well as information on the life expectancy of the current aerial truck.

Commissioner Heilman asked if there is any contingency plan for coverage if the aerial truck stops working. Chief Cromer stated that we could use mutual aid with a

neighboring volunteer fire company. Without putting any services down, Chief Cromer wanted the Board to be aware that volunteer companies are not guaranteed to show up in the event that aid is requested.

Commissioner Van de Castle asked when Hanover Borough's new aerial truck will arrive. Chief Cromer reported that it is here but not yet in service.

APPOINTMENT OF FIRE POLICE CAPTAIN: Chief Cromer presented for the Committee's consideration his recommendation of Fred Ayers for Fire Police Captain.

PROPOSED STOP SIGN AT SONNY AND NANCY STREETS: Manager Rodgers reported on a traffic study covering the intersection of Nancy Street at Sonny Street. There is currently not a stop sign at this location because at the time the development was created there were only two drive ways coming out on to Sonny Street just West of Nancy Street. Since then the Mustang Heights development has been approved. The traffic study is calling for this stop sign and this would be a good time to install it because the improvements for Mustang Heights are currently being constructed and trucks are flying out of the development without stopping at Nancy which is likely lead to a vehicle collision. This was caught by the Engineer when he was out inspecting and then Assistant to the Engineer Garrett performed the study. Commissioner Klunk asked if the tree is in the right-of-way, but it is not. There were no objections to adding the stop sign.

OTHER MATTERS: Chief Laughlin requested to meet with the Board of Commissioners in an executive session following the Finance Committee meeting. Commissioner Felix approved the request.

CITIZEN'S QUESTIONS: None

The meeting was adjourned at 7:27 P.M.

Respectfully Submitted,

Angela M. Hallett  
Township Secretary

MINUTES  
PUBLIC SAFETY COMMITTEE  
FEBRUARY 1, 2016

The Penn Township Public Safety Committee convened on Monday, February 1, 2016 at 7:07 P.M. following the Board of Commissioners meeting. Present were Chairman Felix and Commissioners Klunk, Brown, Van de Castle, and Heilman. Also present were Township Manager Rodgers, Police Chief Laughlin, Fire Chief Cromer, and Township Secretary Hallett. The following items were discussed:

ANNOUNCEMENTS: None

APPROVAL OF MINUTES: The minutes of the January 4, 2016 Public Safety Committee meeting were approved as submitted.

CITIZEN'S COMMENTS: None

REQUEST TO HOLD THE MEMORIAL DAY PARADE: Chief Laughlin read a letter dated January 16, 2016 from the Allied Veterans Council of Hanover requesting to hold their annual Memorial Day Parade on May 30, 2016. Dan Davies is the Chief Marshal for the parade and wrote a letter requesting that traffic be stopped at 7:00 A.M. along the parade route. Commissioner Felix asked if any Board members would like to attend the parade and accept the flag on behalf of the Township. Commissioner Heilman is willing to do it but would prefer that a veteran attend if possible. It will be further discussed prior to the parade. Mr. Felix complimented the Veterans Council for the great job that they do on the parade each year. The Committee recommended approving the parade.

YWCA REQUEST TO HOLD RACE AGAINST RACISM 5K: Chief Laughlin read a letter dated January 14, 2016 from the YWCA requesting to hold their second annual Race Against Racism 5K on Saturday, April 30, 2016. It will start on the York County Rail Trail in Hanover at 8:30 A.M. and cross over Wilson Avenue and Barnhart Drive in Penn Township. Chief Laughlin noted that there were no problems or traffic issues during the 5K last year. The YWCA provides volunteers outfitted in yellow safety vests to slow traffic where necessary. They also provided warning signs last year that helped warn drivers about the runners. Police Chief Laughlin will send the standard letter.

SWEARING IN OF FIRE POLICE CAPTAIN: Chief Cromer swore Fred Ayers in as Fire Police Captain. Commissioner Felix stated that the Fire Police do not get the attention that they should and thanked Mr. Ayers for his willingness to serve in this way.

AERIAL TRUCK UPDATE: Chief Cromer reported that the aerial truck was returned on December 22, 2015 from its last repair and it broke down again last week. This time it is the motor and the mechanic believes it is the head gasket and possibly a rod. The repair for the head gasket will cost around \$25,000 and will take around three weeks. Chief Cromer is concerned with the age of the truck and the long term cost of

repairs. He is willing to do a cost analysis but asked the Committee if they are interested in replacing the truck before he spends the time preparing an analysis. Commissioner Felix asked how long it would take to put a new truck in service if the Committee were to decide to proceed with purchasing one. Chief Cromer responded that it would take around sixteen months.

Commissioner Felix asked if the Committee would like to proceed with a cost analysis. Commissioner Heilman asked what it would cost and where the money will come from. Chief Cromer said that the truck we have now can be sold for enough to make at least two years worth of payments on a new truck. The total cost of the aerial truck that Hanover Borough just purchased was \$1.2 million. Commissioner Felix suggested that a new truck be financed rather than purchased in cash. Commissioner Heilman recommended that Chief Cromer write the specs and get bids to be reviewed prior to making a decision. Commissioner Van de Castle believes we should move forward with looking at a new truck. Commissioner Brown would like to see Chief Cromer's cost analysis. Commissioner Klunk asked if we would be purchasing the same truck or getting a different one. Chief Cromer stated that we would want to look at a one hundred foot truck. He would not feel comfortable purchasing the same truck that we have now for numerous reasons. There are different types of aerial trucks available and we would not necessarily need the same one that the Borough purchased. It would be similar with a ladder and basket. Chief Cromer noted that the market is very erratic when it comes to aerial trucks. It will depend on how busy manufacturers are as to whether or not they will even bid for us. Commissioner Klunk stated that it's time to start moving on this because our truck is just getting older the longer we wait. The Board discussed cost and payment options. Chief Cromer will go ahead with preparing a cost analysis.

INTERSECTION OF SONNY STREET AND NANCY STREET: Manger Rodgers reported that there are no further updates at this time. The property owner has not contacted the Township and the Solicitor has not shared an opinion yet. Commissioner Klunk stated that he can relate to the property owner's because he also lives near a stub street and will eventually have trees on his property that need to be removed. Chief Laughlin stated that the stop sign is in place and there is not adequate sight distance at this time. The problem needs to be corrected before the development is constructed. The Board discussed the tree removal and decided to wait for further information.

UPDATE ON FIRE MERGER MEETING: Manager Rodgers reported that she met with Hanover Borough and the Consolidation Committee on January 28, 2016 to discuss the possible merger of fire departments. At the conclusion of the meeting it was decided that the Manager of Hanover Borough, Fire Chief Cromer, and Manager Rodgers will get together in the next month to develop an agreement to be reviewed by the Committee. If the Committee approves of the agreement it will then be forwarded to both municipalities for approval. The process should be concluded by May or June. Commissioner Klunk expressed concern that the volunteer firefighters be kept informed on the process. Chief Cromer stated that all meeting minutes are posted in the stations

for review. Commissioner Heilman acknowledged that Mr. Brough was present in the audience and is a member of the Fire Consolidation Committee.

OTHER MATTERS: Commissioner Van de Castle informed Chief Cromer that there is a fire hydrant at Beckmill and Clover Lane that is covered by snow. Chief Cromer stated that he does not have the staff to clear all of the fire hydrants. They clear the major ones and then others intermittently.

CITIZEN'S QUESTIONS: None

The meeting was adjourned at 7:37 P.M.

Respectfully submitted,

Angela M. Hallett  
Township Secretary

MINUTES  
PUBLIC SAFETY COMMITTEE  
MARCH 7, 2016

The Penn Township Public Safety Committee convened on Monday, March 7, 2016 at 7:00 P.M. Present were Chairman Felix and Commissioners Klunk, Brown, Van de Castle, and Heilman. Also present were Township Manager Rodgers, Police Chief Laughlin, Fire Chief Cromer, and Township Secretary Hallett. The following items were discussed:

ANNOUNCEMENTS: Commissioner Felix announced that an executive session to discuss personnel would be held following the Finance Committee meeting.

APPROVAL OF MINUTES: The minutes of the February 1, 2016 Public Safety Committee meeting were approved as submitted.

CITIZEN'S COMMENTS: Tracie Stambaugh with the York County Convention and Visitors Bureau was present to discuss the Visitor's Bureau. Ms. Stambaugh shared that, in addition to her position as a graphic designer with the Visitor's Bureau, she serves on the Main Street Hanover Committee and has participated in Leadership Hanover. The mission of the Visitor's Bureau is to maximize tourism and the economic impact in York County. They are a 501 (C)(6) organization and are primarily funded by the three percent tax on hotels and lodging. They are also a membership organization and local members include Snyder's of Hanover, Markets of Hanover, and Aldus Brewing. They recently hosted the MidAtlantic Junior Olympics swimming event. Ms. Stambaugh thanked the committee for their time and shared information packets with the committee members.

Mr. Carey Crumling of 380 Sonny Street addressed the committee concerning a letter he received from the Township requesting that he trim a blue spruce pine tree on his property. The letter requested that eight feet be trimmed from the bottom of the tree and he thinks that will be very unattractive and has determined that the tree needs to be removed rather than trimmed. He understands that the new stop sign requires a thirty foot sight distance in each direction. The tree removal will cost between \$900 and \$1,000. He previously spoke with Manager Rodgers and was told that the property owner is responsible for trimming or removing the tree but he would like to ask if the Township or J.A. Myers can assist with the cost in any way. He also shared some concerns regarding construction vehicles using his driveway and flags marking the gas line in his yard; however, these concerns are not related to the Township. Mr. Crumling met with someone at the Township last month and viewed the plans for the Mustang Heights subdivision. He was told at that time that he would not be losing any of his property which concerned him because he would like to repave his driveway. Manager Rodgers confirmed that the Township is not presently widening the road in front of his property. Commissioner Klunk advised Mr. Crumling that the right-of-way most likely extends several feet into his front yard and advised that he contact a surveyor to locate his property line prior to doing any work on the driveway. Commissioner Felix stated

that it has always been the policy that any blockage of clear sight triangle is the responsibility of the property owner. Mr. Crumling asked if the Township could make Mr. Myers pay for the tree removal. Commissioner Felix said that we can't ask Mr. Myers to do anything off of his own property. He also pointed out that the street has been used by South Western students trying to avoid the stop light for many years and the stop sign is needed for that as well as the new subdivision.

Commissioner Brown sympathized with Mr. Crumling's frustration but said that the committee has no recourse in this situation. Commissioner Van de Castle also sympathized and recommended that he try contacting Mr. Myers himself to see if he is willing to assist with the tree removal. He pointed out that there is a tree in the Borough that needed trimmed in a similar fashion to create a clear sight triangle and it was not terribly unattractive with the bottom missing. Commissioner Heilman shared that the Township Solicitor gave the advice that we cannot enter the property to remove or trim the tree. We cannot go against the advice of our solicitor and he offered to show this opinion to Mr. Crumling if he would like to see it. Mr. Crumling thanked the committee for their time.

ST JOSEPH ATHLETIC ASSOCIATION 5K FUNDRAISER: Police Chief Laughlin read a letter dated February 25, 2016 from Saint Joseph Athletic Association requesting to hold their second annual 5K event on Saturday, May 14, 2016. Chief Laughlin worked with St. Joseph last year to devise a route that's safe and they are using the same route this year. The event went well last year with no problems. Commissioner Van de Castle asked if the entire run is in Penn Township. Chief Laughlin said that it is all in the Township and will run through two housing developments. St. Joseph will contact the residents in those subdivisions to let them know about the event beforehand. Chief Laughlin will send his standard letter.

CENTER STREET TRAFFIC STUDY: Police Chief Laughlin reported that a traffic study was performed on Center Street from York to Newberry. The study was completed last year but Chief Laughlin held off on sharing with the committee because of the Center Street construction. The study recommends prohibiting all commercial vehicle traffic on this roadway with the exception of school busses and trash collection. He stated that the road is beginning to show damage and they are trying to prevent any further damage. The committee recommended approval.

YORK COUNTY QUICK RESPONSE TEAM: Police Chief Laughlin reported that Officer O'Brien has requested to join the QRT. Officer Gaylord is already on the QRT so he would be the second from Penn Township. He advised the committee that Officer O'Brien has been made aware of what is required of him and what the scheduling restrictions will be. There will be no overtime and he will only be able to respond to calls on his own time or when the department is fully staffed. If they are at minimum manpower he will not be permitted to respond to QRT call outs. The department does not backfill when someone is out on a call. The QRT operates with teams and Chief Laughlin will request that Officers Gaylord and O'Brien not be on the same team so their call outs will not happen at the same time. Officer O'Brien will go through a lengthy try out and training process before becoming a part of the QRT. If at any point he washes

out of the training then he's done with the program unless he chooses to reapply another year. The committee discussed the scheduling and equipment involved in QRT and recommended that Chief Laughlin move forward with Officer O'Brien's application.

POLICE VEHICLE TRADE-INS: Manager Rodgers reported that the police department has two vehicles on order with New Holland and there are two vehicles that can be traded in. We had discussed purchasing a new vehicle for the Zoning Officer and could use one of the trade-in vehicles for him rather than purchasing a new one. One of the vehicles has a little over seventy thousand miles and is still under warranty. The warranty is good until April 30, 2019 or one hundred thousand miles. The vehicle is a 2014 Ford Explorer and is in good condition. Commissioner Felix stated that the police decals would need to be removed and the vehicle painted but that will be a minimal amount of money compared to purchasing a new vehicle. He asked if the current Zoning vehicle would be sold or if it could be traded in when the new police vehicles are purchased. Manager Rodgers will research the options and determine if selling on Municibid or trading in would be the better option. The committee had no objections to Manager Rodgers request.

AERIAL TRUCK PURCHASE: Fire Chief Cromer reported that the committee received copies of a proposal for a new aerial truck. The proposal includes pricing for three different trucks. He did his best to get realistic numbers together concerning the purchase of a new truck and the sale of the current truck. He asked if the Board would like to move forward with the purchase of a new truck. Commissioner Felix asked when is the soonest a new truck could be delivered. Chief Cromer said late 2017 or early 2018. Commissioner Felix asked how long it would take to write the specs for a new truck and Chief Cromer said he'd need at least a couple of months.

Commissioner Felix would like to move forward with the purchase. He suggested going to local businesses in the area to see if there is any interest in making donations towards the purchase of a new aerial truck. He is not suggesting that the purchase only be made if a certain amount of contributions are received, he'd like to move forward regardless. The committee discussed how the possible merger/consolidation of fire departments would affect the purchase of a new truck. Commissioner Klunk asked if a merged group would need two new aerial trucks. Fire Chief Cromer believes that the one hundred fifteen foot articulating unit will be useful whether there is a merger or not because there are many buildings and businesses that need the articulating arm to reach top floors. Commissioner Brown expressed concern with purchasing a truck prior to knowing whether or not the merger will be moving forward. After discussion it was determined that regardless of whether or not the fire departments merge/consolidate the community needs a new aerial truck and the committee recommended moving forward with the writing of specs as well as reaching out to the community for donations once a bid is received.

The meeting adjourned at 7:50 P.M.



Respectfully submitted,

Angela Hallett  
Township Secretary

MINUTES  
PUBLIC SAFETY COMMITTEE  
APRIL 4, 2016

The Penn Township Public Safety Committee convened on Monday, April 4, 2016 at 7:00 P.M. Present were Chairman Felix and Commissioners Klunk, Brown, Van de Castle, and Heilman. Also present were Township Manager Rodgers, Police Chief Laughlin, Fire Chief Cromer, and Township Secretary Hallett. The following items were discussed:

ANNOUNCEMENTS: Commissioner Felix announced that an executive session to discuss personnel would be held following the Finance Committee meeting.

APPROVAL OF MINUTES: The minutes of the March 7, 2016 Public Safety Committee meeting were approved as submitted.

CITIZEN'S COMMENTS: None

RESOLUTION TO SHRED POLICE FILES: Police Chief Laughlin reported that a list of documents was given to Manager Rodgers and a resolution was prepared to authorize the shredding of police files during the April 23, 2016 shredding event. The Committee recommended adopting the resolution.

POLICE INTERN: Police Chief Laughlin reported that several applications were received for an unpaid summer internship with the police department. After interviews, the top candidate is Laken Bull who is a Junior at York College where she's studying criminal justice. She needs a one hundred-twenty hour internship to complete her education requirement. She will begin around Memorial Day and work for a few weeks. She will be given the opportunity to participate in all aspects of police work. Ms. Bull is a local woman who graduated from South Western and meets all of the department's rules and regulations for an intern. Commissioner Van de Castle asked if our interns are hired as Penn Township officers after they graduate. Chief Laughlin responded that Penn Township interns are often hired by other departments and have been hired here at the Township as well. Sergeant Shearer is in charge of the internship program and treats interns as any normal probationary officer while they're here. The Committee recommended approval.

ST. JOSEPH TRAFFIC STUDY: Police Chief Laughlin reported on the expansion of St. Joseph's school and cemetery. After reviewing the plans he feels that a traffic study will be beneficial. Chief Laughlin believes that a request will be submitted asking for a waiver of the traffic study. They will be bringing the students from Baltimore Street out to Grandview Road. There is a crosswalk across Grandview Road at the middle entrance to the church. There are two Crosswalk and two School signs going East and West. With the increase in school traffic the current crosswalk is in dire need of being upgraded. The traffic study per section 404 of the Subdivision and Land Development Ordinance requires a report on the existing proposed site usage and details current

traffic, expected traffic, and expected problems. It requires a description of proposed improvements to remedy any deficiencies. Chief Laughlin stated when considering a waiver of the traffic study the Committee should also consider whether or not it will be necessary to add No Parking on parts of Grandview Road. There may be traffic lined up on the roadway during peak times for the school. Commissioner Felix asked what would happen if the school wants to install flashing lights later on. Chief Laughlin responded that the installation of those lights will require a state mandated traffic study. Completing the traffic study now will be helpful in the event that they do want to use the flashing lights. Commissioner Brown asked what the timeline is for St. Joseph's. Commissioner Klunk responded that the plan is just beginning the process. The waiver will go before the Planning Commission on April 7, 2016.

JULY 4<sup>TH</sup> FIREWORKS: Manager Rodgers read a letter dated February 8, 2016 from the Hanover Borough concerning Hanover's July 4<sup>th</sup> Liberty Day Celebration. They are requesting their usual assistance for the 10K Road Race held in the morning and the fireworks held in the evening. The fireworks may not take place this year, but were included in the letter. The race will run along portions of Fame Ave, Gitts Run Road, Karen Lane, and Wilson Avenue. Commissioner Felix stated that he is ok with this as long as there are no objections from Police Chief Laughlin or Fire Chief Cromer and there were none. The Committee recommended approval.

OTHER MATTERS: None

CITIZEN'S QUESTIONS: None

The meeting adjourned at 7:15 P.M.

Respectfully submitted,

Angela M. Hallett  
Township Secretary

MINUTES  
PUBLIC SAFETY COMMITTEE  
MAY 2, 2016

The Penn Township Public Safety Committee convened on Monday, May 2, 2016 at 7:00 P.M. Present were Chairman Felix and Commissioners Brown, Klunk, Heilman, and Van de Castle. Also present were Township Manager Rodgers, Police Chief Laughlin, Fire Chief Cromer, and Township Secretary Hallett. The following items were discussed:

ANNOUNCEMENTS: Commissioner Felix announced that an executive session to discuss personnel would be held following the Finance Committee meeting.

APPROVAL OF MINUTES: The minutes of the April 4, 2016 Public Safety Committee meeting were approved as submitted.

CITIZEN'S COMMENTS: Steve Hartlaub, 1915 Youngs Road, was present to discuss the speed limit on Youngs Road. Mr. Hartlaub stated six vehicles have run through his yard in the past three months. On May 1, 2016 at 8:00 P.M. a gentleman ran off the road, hit a railroad tie, and knocked out six of his cypress trees. It appears people are taking a short cut from Broadway to the Industrial Park to avoid the stop light at Broadway and Eisenhower. Mr. Hartlaub is afraid someone is going to get killed on the sharp curve and is asking the Committee if anything can be done about speed enforcement. Commissioner Felix asked if the problem is primarily in the morning and Mr. Hartlaub said it's all day but seems to be worst between 2:30 P.M. and 6:00 P.M. Chief Laughlin reported that this area is already on the enforcement schedule and the speed limit is twenty-five miles per hour. It's a hard bend to the right and ramps directly into Mr. Hartlaub's property.

Mr. Hartlaub said there are no Curve markings on the road. Chief Laughlin said there was a curve sign at the top of the hill and it has been removed if it's no longer there. Commissioner Brown asked if Engineer Bortner could take a look at the situation. He asked if rumble strips would be an option. Mr. Hartlaub mentioned that people are hydroplaning when the roadway is wet. Commissioner Felix said the Committee will take a look at it to see what can be done.

Dr. Barb Rupp, Superintendent of South Western School District, thanked the Committee for taking the time to hear her speak on the safety of the SWSD students. She stated that in January of 2015 the school district was notified that they would need to give additional financial support towards having a Penn Township Police Officer in the schools. After speaking with Manheim Township and West Manheim Township they were not able to raise the necessary funds. A letter was sent to the Township offering a graduated payment option for increasing the contribution each year. After being notified that the officer would not be in the school after the current school year, SWSD offered to cover whatever costs were necessary. Dr. Rupp asked the Committee to consider keeping an officer in the school. She appreciates the collaboration and relationship with Officer Carbaugh and would like it to continue. Dr. Rupp shared the ways that the

officer has been a great resource and has offered comfort and assurance to teachers and parents. She reiterated that it's not her intent to tell the Committee what to do but is respectfully asking that an officer be sent to the school two days a week with the school district covering all salary obligations.

Dale Myers, President of the South Western School Board, thanked the Committee for allowing him to speak on behalf of the Board. Mr. Myers asked not only to maintain Officer Carbaugh at the current level of participation but to increase the police presence at the schools. He will also be asking Manheim Township and West Manheim Township for the same support. Mr. Myers shared statistics on the number of students that are served by the SWSD. He understands the financial constraints of the Township and is merely requesting that the goals and priorities for the utilization of police manpower be reviewed and a reallocation of hours be considered. He would like to work with the Township to find opportunities to further involve the police in school activities. Mr. Myers thanked the Township for all that has been done for the schools.

Jay Clouspy, South Western School Board member, stated that he's in a unique situation as a firefighter. He has been hearing more and more about community policing and being proactive particularly since the events of September 11, 2001. He is asking the Township to continue the relationship because it works well for the whole community especially the children.

Dr. Daniel Hartman, Principal at Emory H. Markle Intermediate School, shared examples of how Officer Carbaugh has benefited the students at his school. Specifically he has been very helpful in diffusing situations particularly with social media problems.

Dr. Judy Barryman, Principal at South Western High School, shared examples of how Officer Carbaugh has benefited the students at her school. She has appreciated the communication aspect of having an officer in the school. Officer Carbaugh has always been available to talk administration through situations and concerns. She said the police mentoring program has been phenomenal for the students.

Doug Klunk, parent of a South Western High School student, said they first met Officer Carbaugh at Park Hills Elementary during a finger printing event. He talked about the relationship that he's seen Officer Carbaugh develop with those students over the years and the difference it makes.

Pat Loss, South Western School District mentor, said she has known Officer Carbaugh for many years. She has been mentoring students at SWSD for eighteen years. Ms. Loss shared information about the way school has changed over the years and how it affects the students. She shared how Officer Carbaugh has helped with some of the negative situations students are faced with. She also shared information and statistics from the Youth Aid Panel.

Commissioner Felix stated that current staffing does not allow for an officer to spend time at the school. The Township is still willing to send officers to the school to speak with students and work with the school from time to time. Commissioner Heilman shared that the decision to remove an officer from the school was not made arbitrarily. He said there will be continuous patrolling particularly during the opening and closing of the school day. Commissioner Heilman pointed out that both Manheim Township and West Manheim Township are responsible for an officer in one elementary school each whereas Penn Township is responsible for the high school, intermediate school, and

two elementary schools accounting for 65-70% of the SWSD school population. In addition to this the Penn Township Police Department is responsible for the safety of over fifteen thousand six hundred residents as well as those travelling through and working in the Township on a daily basis. Dr. Rupp responded that having an officer in the schools is an important preventative measure to deter future problems with the students when they are adults.

Mr. Clouspy asked questions about the hiring process for new officers and it was discussed. Mr. Clouspy asked that the Committee take in to consideration that the school district is willing to cover all costs associated with having an officer in the school. Commissioner Felix responded that this was not merely a financial decision.

Chief Laughlin stated that he does not want to lose the relationship with SWSD. He would like to meet with Dr. Rupp at another time to work through these changes. Dr. Rupp asked if this can be reconsidered again at a later date. Commissioner Felix said it will be at least one year before this can be reconsidered and he cannot commit future Boards to anything but he does believe the Board will always be open to discussion. He asked that the line of communication be kept open.

The Public Safety Committee Chairman recessed the meeting for ten minutes and resumed at 7:51 P.M.

GOLD'S GYM 5K: Chief Laughlin read a letter dated April 24, 2016 from Gold's Gym concerning their annual 5K run, benefitting the American Red Cross, to be held August 27, 2016. They will be following the same route as past 5K's. This event is to benefit the American Red Cross. Chief Laughlin will send his standard letter.

AMERICAN CANCER SOCIETY RELAY FOR LIFE: Chief Laughlin read a letter dated April 21, 2016 from the American Cancer Society concerning the Relay for Life to be held June 25, 2016. They would like to solicit donations at intersections. Chief Laughlin has spoken with them in the past about safety concerns with people collecting in the roadways. He suggested they speak to property owners about standing off the road. Chief Laughlin stated that he heard on the news recently that Penn State Thon has decided not to allow collecting in the streets anymore. The committee discussed the safety issues and asked Chief Laughlin to share their concerns with Jenna Klunk of the American Cancer Society.

MUSTANG HEIGHTS TRAFFIC STUDY: Chief Laughlin reported that he has reviewed Assistant to the Engineer Garrett's traffic studies in Mustang Heights and agrees with the recommendations. Chief Laughlin noted that there is still a pine tree at the corner of Sonny Street and Nancy Street. Manager Rodgers will send a letter to the property owner that the tree must be removed by May 30, 2016.

FIRE CONSOLIDATION STEERING COMMITTEE UPDATE: Commissioner Klunk reported that there was a public meeting on April 28, 2016 to discuss the possible consolidation/merger of the fire departments. The initial draft agreement was reviewed at the meeting. Changes will need to be made to the draft agreement and it will be finalized once all parties decide whether or not to participate. Commissioner Brown

asked if the end of June is enough time to finalize the draft. Commissioner Klunk responded that all parties will decide on whether or not to participate by the end of June but the final agreement will not be prepared and finalized before the Fall.

Commissioner Brown asked if seven years is excessive for determining if the consolidation/merger will work. Manager Rodgers pointed out that it will not be operational from day one, so there may only be four or five years of consolidation after the agreement is signed. Commissioner Klunk said it may be more like six years. The Committee discussed the options and recommended moving forward with drafting a final agreement to be considered for adoption at a later date by ordinance.

MEMORIAL DAY PARADE: Commissioner Heilman asked to clarify the plans for the Memorial Day Parade. Commissioner Van de Castle will ride in the parade with Commissioner Heilman if his son is available to ride as well. The committee discussed the details.

The meeting was adjourned at 8:23 P.M.

Respectfully submitted,

Angela M. Hallett  
Township Secretary

MINUTES  
PUBLIC SAFETY COMMITTEE  
JUNE 6, 2016

The Penn Township Public Safety Committee convened on Monday, June 6, 2016 at 7:00 P.M. Present were Chairman Felix and Commissioners Brown, Klunk, Heilman, and Van de Castle. Also present were Township Manager Rodgers, Police Chief Laughlin, Fire Chief Cromer, and Township Secretary Hallett. The following items were discussed:

ANNOUNCEMENTS: Commissioner Felix read the announcement of the executive session held following the Board of Commissioners meeting on May 16, 2016. There will be an executive session to discuss personnel following the Finance Committee meeting.

APPROVAL OF MINUTES: The minutes of the May 2, 2016 Public Safety Committee meeting were approved as submitted.

CITIZEN'S COMMENTS: None

CURVE STUDY FOR YOUNGS ROAD: Police Chief Laughlin reported Pat Wright is coming on June 14, 2016 to conduct a curve study on Youngs Road. Commissioner Van de Castle asked if this would include arrows. Chief Laughlin said the study will dictate the signage required by Penn DOT for this type of curve.

OFFICER OF THE YEAR AWARD: Police Chief Laughlin asked the Board to present the officer of the year award to Officer Berwager at the June 20, 2016 Board of Commissioners meeting. This will be the second year in a row that Officer Berwager has been voted by his peers to receive the award. Other awards were given at the departmental meeting. The Board recommended presenting the award to Officer Berwager at the June 20<sup>th</sup> meeting.

NIGHT OUT PROJECT: Police Chief Laughlin reported that the Township has not received communication from South Western School District about holding the Night Out at the school. Officer Carbaugh has handled this in the past but has respectfully asked not to this year. Officer Steele was given the responsibility but has since left the Police Department. Chief Laughlin recommended cancelling Night Out this year because he does not have the manpower to properly arrange the event. Commissioner Heilman said it's well attended and he'd hate to see it cancelled. He asked if the Hanover Borough Police Department could offer assistance. Chief Laughlin said other departments have not assisted in the past. Commissioner Heilman said it's advertised as the Hanover Night Out and it would be reasonable to ask the Borough to assist. Commissioner Felix said we're not even sure if the school is available on the August 2, 2016 event date. The Board discussed other locations. Chief Laughlin said the planning for this usually begins in January and it may be too late to organize the event



for this year. After discussion the Board asked Chief Laughlin to contact Hanover Borough Police Department to ask if they can help coordinate the event for 2016.

FIRE DEPARTMENT CONSOLIDATION UPDATE: Fire Chief Cromer reported that he met with the three volunteer fire companies on June 1, 2016. There was some contention due to a lack of information being shared. Chief Cromer went over the agreement with them and answered questions. The Volunteers were not happy with the name and he told them to suggest any changes they'd like to see made. The volunteers will meet on June 20, 2016 but have already left the impression that they are willing to move forward with the consolidation. Chief Cromer will also be attending a finance meeting at Hanover Borough to discuss the consolidation.

FIRE DEPARTMENT PRESENTATION: Fire Chief Cromer shared the history of the Penn Township Fire Department beginning in 1996. He reviewed the number of firefighters and what training they underwent to become firefighters. He reviewed staffing and different responsibilities the Fire Department has in the community. Chief Cromer reviewed overtime and payroll expenditures. He pointed out the amount of overtime due to medical leave and said it's to be expected as the firefighters get older. Commissioner Brown asked how to eliminate some of the overtime and Chief Cromer said hiring more firefighters would be the only option. He believes that we are in need of additional firefighters. The Board discussed scheduling of firefighters and the fire budget. Commissioner Felix thanked Chief Cromer.

BREEZEWOOD DRIVE TRAFFIC STUDY: Manager Rodgers asked Police Chief Laughlin to confirm that he reviewed the Breezewood Drive traffic study conducted by Assistant to the Engineer Garrett. Chief Laughlin reviewed the study and approves. Commissioner Van de Castle asked why the No Parking area isn't extended further. Chief Laughlin said they looked at it but feel parking further down will be fine.

The meeting was adjourned at 7:38 P.M.

Respectfully submitted,

Angela M. Hallett  
Township Secretary

MINUTES  
PUBLIC SAFETY COMMITTEE  
JULY 5, 2016

The Penn Township Public Safety Committee convened on Tuesday, July 5, 2016 at 7:00 P.M. Present were Chairman Felix and Commissioners Brown, Klunk, Heilman, and Van de Castle. Also present were Township Manager Rodgers, Police Chief Laughlin, Fire Chief Cromer, Engineer Bortner, Zoning Officer Swanner, Assistant to the Engineer Garrett, and Township Secretary Hallett. The following items were discussed:

ANNOUNCEMENTS: Commissioner Felix read the announcements of the executive session held following the Board of Commissioners meeting on June 20, 2016. An executive session to discuss possible land acquisition and personnel matters was held on June 27<sup>th</sup>, 2016.

INTRODUCTION OF NEW TOWNSHIP EMPLOYEES: Manager Rodgers introduced Pat Costello and Richard Coleman as the Township's new Code Enforcement officers. Mr. Costello said he's live in Penn Township for twenty years and has spent close to forty years working in mortgage and financial services. He began working for the Township on June 15, 2016. Mr. Coleman said he's lived in Penn Township for four years and is looking forward to learning more about the Township through his new position. He started work today. Commissioner Felix welcomed them both and thanked them for attending the meeting.

APPROVAL OF MINUTES: The minutes of the June 6, 2016 Public Safety Committee meeting were approved as submitted.

CITIZEN'S COMMENTS: None

PROPOSED CROSSWALK 5000 BLOCK OF GRANDVIEW ROAD: Police Chief Laughlin reported that the Township worked with TRG, who was hired by St. Joseph's Catholic Church, on a traffic study. There is currently a mid-block crosswalk in the 5000 block of Grandview Road across from the church. The traffic study showed that a crosswalk is permissible at this location and proper signage and markings will be required. Commissioner Felix asked if the Township is financially responsible for the crosswalk. Township Manager Rodgers said she asked Solicitor Tilley and has not received an answer. Engineer Bortner said twenty-four inch white lines will cost around \$1,125 to install. Commissioner Felix read from Penn DOT publication 46 Section 11.9, Traffic Engineering Manual concerning midblock crosswalks on State highways. He said Section 215 212.5 says that installation and maintenance of pavement markings and signs are the responsibility of the Township.

Dan Ernst, St. Joseph Catholic Church, said they would like to move forward with their letter of credit this month. He asked when it needs to be in so the land development plan can be approved at the July Board of Commissioners meeting. Manager Rodgers said the church has already submitted an extension request because

the NPDES permit has not been received and the plan can't be approved until that's in. Mr. Ernst asked if the letter of credit could be approved because the permit is supposed to be in this week or next. Manager Rodgers said the permit and letter of credit have to be in by noon on July 13, 2016 for the plan to be approved this month. The Committee discussed the letter of credit and recommended the crosswalk be added so the letter can be approved.

Engineer Bortner said that he is not in favor of mid-block crosswalks. He would rather remove the crosswalk. Commissioner Felix asked what happens if the crosswalk is not there and someone gets hurt, since the traffic study advised the crosswalk be there. He believes there could be liability. Chief Laughlin said some of the neighbors may start sending their kids to the school and the crosswalk will be helpful. Chief Laughlin explained the difference between intersection crosswalks and midblock crosswalks. He said the installation of midblock crosswalks is very selective. Mr. Ernst said the crosswalk was installed in 2001 by Penn Township and it's been there ever since. The crosswalk is not presently being used. Commissioner Brown asked if St. Joseph needs the crosswalk. Mr. Ernst doesn't believe it's needed. Chief Laughlin said he recommends the crosswalk because there are no sidewalks. The Committee recommended installation of the crosswalk. If the pavement markings and signs for the crosswalk are paid for by the Township, the cost will be removed from the letter of credit the first time it's decreased.

Mr. Ernst had an additional request. He said a lot of people have been complaining about the speeders on Grandview Road. He asked if there could be more police presence, especially during the school year. Chief Laughlin said they are out there on a regular basis and will continue to be in the area.

YOUNG'S ROAD AND PARK HEIGHTS BLVD CURVE STUDIES: Police Chief Laughlin reported that Lieutenant Hettinger did some roadway studies with a gentleman from Penn DOT. The Penn DOT representative recommended proper signage for the curves. The Committee recommended installing the signs.

HIRING OF NEW POLICE OFFICER: Police Chief Laughlin reported that Derrick Malec went today for psychological testing. He has already passed all of his exams and needs to complete CPR and AED training. He was originally projected to start work on July 18, but it may be pushed back.

MDA BOOT DRIVE: Fire Chief Cromer read a letter from Greater Hanover Professional Firefighters Association requesting to hold their annual MDA boot drive. It will be held July 16 and August 27, 2016 from 9 A.M. to 2 P.M. There is a rain date of September 3, 2016.

PLEASANT HILL FIREMAN'S CARNIVAL: Fire Chief Cromer read a letter dated June 22, 2016 from West Manheim Township requesting the assistance of Penn Township's Fire Police during the Pleasant Hill Fireman's Carnival to be held July 25 through July 30, 2016. The Committee recommended approval.

OTHER MATTERS: None

CITIZEN'S COMMENTS: None

The meeting was adjourned at 7:31 P.M.

Respectfully submitted,

Angela M. Hallett  
Township Secretary

MINUTES  
PUBLIC SAFETY COMMITTEE  
AUGUST 1, 2016

The Penn Township Public Safety Committee convened on Monday, August 1, 2016 at 7:00 P.M. Present were Chairman Felix and Commissioners Brown, Klunk, Heilman, and Van de Castle. Also present were Township Manager Rodgers, Police Chief Laughlin, and Township Secretary Hallett. The following items were discussed:

ANNOUNCEMENTS: Commissioner Felix read the announcement of the executive session held following the Board of Commissioners meeting on July 18, 2016. An executive session to discuss personnel matters and possible land acquisition will be held following the Finance Committee meeting this evening.

APPROVAL OF THE MINUTES: The minutes of the July 5, 2016 Public Safety Committee meeting were approved as submitted.

CITIZEN'S COMMENTS: None

CROP WALK REQUEST: Police Chief Laughlin read a letter dated July 7, 2016 from the Hanover Area Council of Churches requesting to hold their annual CROP walk on October 16, 2016 from 1:00 P.M. until 5:00 P.M. The route will be the same as last year. Chief Laughlin will send them a letter.

MDA RUN/WALK REQUEST: Police Chief Laughlin read a letter dated April 29, 2016 from Preferred Properties Real Estate Inc. requesting to hold their fourteenth annual 5K Run/Walk for MDA at Hillside Medical Center on October 22, 2016 at 9:00 A.M. The walk will begin and end at Hillside Medical Center and is the same as past years. Chief Laughlin will send them a letter.

EXISTING TOWNSHIP CROSSWALKS/WALKWAYS: Police Chief Laughlin asked the Board for some direction on midblock crosswalks. The Board discussed the crosswalks on Wilson Avenue and Karen Lane near the Alloy Rods buildings. Chief Laughlin said this is technically a pedestrian crossing not a crosswalk. These have been in place for a long time and only benefits one business and other businesses may make similar requests in the future. After discussion the Board asked that the origination of the Alloy Rods crosswalks be researched and discussed at a later date. The Board will continue to discuss whether midblock crosswalks will be permitted in Penn Township.

KLUGH ANIMAL CONTROL SERVICES CONTRACT: Manager Rodgers reported that Klugh Animal Control Services sent a service contract for 2017. Everything looks the same except an increase in the tracking fee. Chief Laughlin confirmed that there have been no problems with Klugh's service and there is an average of four calls per month. After discussion the Board decided to approve the contract at the October Board of Commissioners meeting.

INTRODUCTION OF NEW POLICE OFFICER: Police Chief Laughlin introduced Derrick Malec as a new Probationary Officer with the Penn Township Police Department. Mr. Malec is from York and began working today. Commissioner Felix welcomed Mr. Malec and said he's glad to have him aboard.

CITIZEN'S QUESTIONS: None

The meeting was adjourned at 7:18 P.M.

Respectfully submitted,

Angela M. Hallett  
Township Secretary

MINUTES  
PUBLIC SAFETY COMMITTEE  
SEPTEMBER 6, 2016

The Penn Township Public Safety Committee convened on Tuesday, September 6, 2016 at 7:00 P.M. Present were Chairman Felix and Commissioners Brown, Heilman, and Van de Castle. Commissioner Klunk was absent with notice. Also present were Township Manager Rodgers, Police Lieutenant Hettinger, Fire Chief Cromer, Engineer Bortner, WWTP Superintendent Mahone, Zoning Officer Swanner, Assistant to the Engineer Garrett, and Township Secretary Hallett. The following items were discussed:

ANNOUNCEMENTS: Commissioner Felix announced that there will be four committee meetings held this evening due to the Labor Day holiday. He asked that those present to discuss the street lights wait until the Public Works Committee meeting, which will follow the Public Safety and Finance Committee meetings.

Commissioner Felix read the announcement of the executive session held following the Board of Commissioners meeting on August 15, 2016

APPROVAL OF THE MINUTES: The minutes of the August 1, 2016 Public Safety Committee meeting were approved as submitted.

CITIZEN'S COMMENTS: Ray Millhimes, 555 Locust Street, said he has been a resident and tax payer in Penn Township for forty years. He wanted to know why street lights were being removed. Commissioner Felix asked Mr. Millhimes to wait until the Public Works Committee meeting to discuss the street lights.

HALLOWEEN PARADE: Police Lt. Hettinger read a letter dated August 2, 2016 from Hanover Area Jaycees requesting to hold the annual Halloween Parade on October 27, 2016 with a rain date of October 31, 2016. The parade will begin at 7:30 P.M. and last until approximately 10:00 P.M. The Committee recommended approving the parade.

TRICK OR TREAT: The Committee recommended setting Trick or Treat for Tuesday, October 25, 2016 from 6:00 p.m. to 8:00 p.m.

2017 NIGHT OUT EVENT: Lt. Hettinger reported that Gary LeFevre, Conewago Contractors, and Rachel Rembecki, Target, are both willing to host the 2017 Night Out event at their facilities. This will provide ample parking for the event and room for all of the displays. Lt. Hettinger spoke with Chief Chad Martin, Hanover Borough, and they are supplying an officer, Kelly Brubaker, to sit on the Committee. Penn Township is also providing an officer for the committee and they will meet in early October.

HEALING FIELD REQUEST FOR AERIAL TRUCK: Fire Chief Cromer reported that there will be a Healing Field program at West Manheim Elementary School for the fifteenth anniversary of 9/11. They are requesting to fly an American flag off of the Penn Township aerial truck. They will alternate between Penn Township's aerial truck and Hanover Borough's aerial truck. The event will run from September 9<sup>th</sup> to September 11<sup>th</sup>, 2016. They understand that the truck will be required for any emergencies.

SOUTH WESTERN REQUEST FOR CROSSING GUARDS: Manager Rodgers read a letter dated August 9, 2016 from South Western School District requesting Penn Township pay half the wages of the crossing guards. This will be for the 2016-2017 school year. Manager Rodgers said they are also asking the Board to pass an ordinance ratifying the District's employment of the crossing guards. Commissioner Felix asked if South Western reimbursed the Township for wages only when the Township employed the crossing guards. Manager Rodgers said we received reimbursement for wages only. Commissioner Felix believes the letter from South Western is requesting half of all expenses, not just the wages. He is in favor of paying half of wages only. Commissioner Brown does not believe that the Board should pass an ordinance for this matter. Commissioner Heilman said Solicitor Tilley stated that the Township does not need to pass an ordinance. He asked if the Township is still training the crossing guards. Lt. Hettinger said the police department trained the crossing guards for the current school year. The classroom portion of the training took approximately forty minutes and twenty minutes of practical exercises on the street.

Commissioner Brown asked what the wages would cost. Manager Rodgers said last year it cost about \$13,500. She recommended giving the school a lump sum amount for five crossing guards. After discussion the Committee recommended paying half the salary for the crossing guards. An estimate was requested to be obtained.

OTHER MATTERS: Lt. Hettinger reported that part of the police hiring process involves sending candidates to Harrisburg Area Community College (HACC) to pass a physical test. This test has to be passed before a conditional offer can be made. HACC only offers this test every other Saturday during certain months. There is a school at the Allentown Police Academy October 17<sup>th</sup> – October 21<sup>st</sup>, 2016 to certify an officer as a fitness instructor. This will allow the physical testing to be done onsite when it is convenient. The cost of the school is \$400 plus lodging. Commissioner Felix said the cost would come out of the training budget. Manger Rodgers said the estimated cost including lodging is about \$2500. The Committee recommended proceeding with the training.

SOUTH WESTERN 5K: Lt. Hettinger read a letter dated August 30, 2016 from South Western School District requesting to hold a 5K on October 15, 2016. They are requesting to close Bowman road from 7:30 A.M. until 11:00 A.M. for safety. In the past the Township has supplied barricades and road closing signs for the event. Lt. Hettinger will send a letter to South Western.

CITIZEN'S COMMENTS: None.

The meeting was adjourned at 7:11 P.M.

Respectfully submitted,

Angela M. Hallett  
Township Secretary



MINUTES  
PUBLIC SAFETY COMMITTEE  
OCTOBER 3, 2016

The Penn Township Public Safety Committee convened on Monday, October 3, 2016 at 7:00 P.M. Present were Chairman Felix and Commissioners Brown, Heilman, Klunk, and Van de Castle. Also present were Township Manager Rodgers, Police Chief Laughlin, Fire Chief Cromer, and Township Secretary Hallett. The following items were discussed:

ANNOUNCEMENTS: Commissioner Heilman announced an executive session to discuss personnel and possible land acquisition will be held following the Finance Committee meeting this evening.

APPROVAL OF THE MINUTES: The minutes of the September 6, 2016 Public Safety Committee minutes were approved as submitted.

CITIZEN'S COMMENTS: None.

HAWK HUSTLE 5K: The Committee received a letter dated September 26, 2016 from the Hanover Athletic Booster Club requesting to hold their seventh annual Hawk Hustle 5K on Saturday November 12, 2016. Chief Laughlin said the route will be the same as previous years. Chief Laughlin will send them a letter.

2017 NIGHT OUT: Police Chief Laughlin reported that there will be a Night Out meeting October 4, 2016 at 11:00 A.M. This is the first meeting with the Hanover Borough Police Department and a couple of local businesses to discuss the 2017 Night Out event. Commissioner Felix asked if any other Police Departments are involved and Chief Laughlin said they have not reached out to any departments except Hanover Borough at this point.

UPDATE ON NEW HIRE: Police Chief Laughlin reported that Bryan Wheeler has passed everything and his projected start date is October 31, 2016. He will be sworn in at 9:00 A.M. on October 31<sup>st</sup>. Commissioner Felix asked for an update on any other new hires. Chief Laughlin said he would like to discuss this with the Committee but does not plan on hiring another officer until July and he will use a new consortium list.

MEDIC 46 DISASTER & COMMAND TRAILER: Fire Chief Cromer reported that Hanover Hospital would like to donate their Medic 46 Disaster and Command Trailer to Penn Township, with the understanding that it be made available to the entire Hanover area. He handed out pictures of the trailer. He said it has been in service for quite a few years and is managed by the on-duty medic. With only one paramedic in the area it has been difficult for Hanover Hospital to put it in use. Chief Cromer discussed the trailer with the Penn Township and Hanover Borough Chiefs of Police and went over what it can be used for. Chief Cromer listed the equipment the trailer comes with. He said it can be used for large fires, police incidents, or as a temporary command post for fire or police. It could also be used as a rehab unit if the police have an incident with a gun. It would be housed at the Clover Lane fire station. Chief Cromer would do training with various departments in the area and it would be a shared piece of equipment that's licensed to Penn Township. Chief Cromer estimates the annual cost to be no more than the cost of the annual inspection because Municipal tags are

free. Chief Cromer said there will be minor cost to re-letter it but there may be grant money available to cover that expense. Commissioner Brown asked what vehicle will pull the trailer. Chief Cromer said there are two pick-up trucks that can pull it. Commissioner Felix asked who will pull it, EMS or Fire Department personnel. Chief Cromer said Fire Department. Commissioner Felix asked how quickly Hanover Hospital needs an answer. Chief Cromer said they are anxious to get rid of it. Commissioner Van de Castle asked if it will be stored inside and Chief Cromer said it's currently stored outside. Commissioner Brown said the driver pulling the trailer will need to be experienced in pulling something that large.

Manager Rodgers asked for clarification on what the trailer is used for. Chief Cromer said it will be used by the Fire Department and the Police Department. Manager Rodgers asked Emergency Management Coordinator Waltman if this would meet his needs for a mobile command center. EMC Waltman said it may but not necessarily if it doesn't meet the specifications.

Police Chief Laughlin said this trailer would have been helpful in past critical incidents. Presently there is a minimum hour and a half wait to get a mobile unit from York. It could be used as a command center in inclement weather. It won't be used on a daily basis but would be very useful when it's needed.

Commissioner Felix asked what Medic 46 used it for. Chief Cromer said fire and police incidents. It has medic equipment on it, but wasn't used specifically for medic incidents. He said it was used in the past for the Codorus Summer Blast. Commissioner Van de Castle asked if it was used in the fire by the Guthrie Memorial Library. Chief Cromer said they couldn't get it out for that but it would have been very helpful.

Commissioner Brown asked what the annual cost will be. Chief Cromer said the only annual upkeep will be the yearly inspection. It will require occasional maintenance such as new tires. There was discussion on whether or not the trailer is covered by the automobile pulling it or by a separate insurance policy. Commissioner Heilman asked where the trailer will be sent if the Township doesn't accept it. Chief Cromer said it will likely go out of the area. The Public Safety Chairman will further discuss the trailer with the Township Manager and make a decision prior to the October 17, 2016 Board of Commissioners meeting.

AERIAL TRUCK COMMITTEE: Fire Chief Cromer reported that the Aerial Truck Committee was unable to meet for a while. They are presently working on getting demonstrators to get some more ideas. He said demonstrators are difficult to get ahold of. At this point the Committee has narrowed down what they are looking for. They would like a truck that's one hundred plus feet long on a single axle. For maneuverability it will not be as large as the one we have now. It will still reach as high, but has a smaller cab and chassis. The Truck Committee is getting information out to manufacturers to see what they offer. There was discussion about buying from Costars versus buying directly from the manufacturer. Commissioner Heilman asked how long it will take to get a truck once a bid is awarded. Chief Cromer said eleven to twelve months from the time a contract is awarded.

ADAPTIVE TRAFFIC SIGNALS: Manager Rodgers reported that Penn DOT provided the Township with five agreements for adaptive traffic signals. Hanover Borough received a grant for adaptive signals and they need to install five in Penn Township with one in Conewago Township for the system to work properly. The project is scheduled to be bid in spring of 2017. Commissioner Klunk said his research showed that Penn DOT expects to begin work on June 19, 2017. He said the lights are being installed in a lot of places. Manager Rodgers explained that the adaptive signals will be interconnected. She said she

asked about installing cameras on these lights but there has been no response yet. The Committee recommended approving the agreements for installing the adaptive signals.

TRICK OR TREAT & HALLOWEEN PARADE REMINDER: Police Chief Laughlin reminded the Committee that Trick or Treat night will be Tuesday, October 25, 2016 and the Halloween Parade will be Thursday, October 27, 2016.

HANOVER PUBLIC SCHOOL DISTRICT HOMECOMING PARADE: Police Chief Laughlin reported that Hanover Public School District contacted him to request McAllister Street be closed on October 14, 2016 for their Homecoming Parade. It will need to be closed from 6:00 to 6:30 P.M. This is the same as past years.

FIRING RANGE: Police Chief Laughlin said the Firing Range has always had certain hours Monday thru Sunday. He would like to do dim-light training when it's dark out. They generally shoot until 11:00 P.M. during this training. He said no one has ever called to complain about the late night shooting, but he would like to know if the Committee is comfortable with this. Commissioner Klunk said he's never heard late night shooting from his home. Chief Laughlin said the Range hours on Sunday are 12:00 to Sunset and asked if this is acceptable. He said they try not to train on Saturday and Sunday but it's good to have the option in the event scheduling requires it. The Committee agreed to the recommended hours.

YORK SPCA CARE & HOUSING AGREEMENT: Manager Rodgers reported that the York County SPCA Care & Housing Agreement was received today. The cost of \$7806 is the same as previous years because it's based on the last census data. Commissioner Brown asked if there are additional fees for other services. Manager Rodgers did not know because the Township hasn't used the services. Police Chief Laughlin said they try to use Klugh Animal Control whenever possible. He said they would only call SPCA if Klugh were unavailable. He can't recall the last time SPCA was called but they do refer people to them. Commissioner Klunk said we have to have a Care & Housing Agreement. Commissioner Heilman said he has had to call York SPCA for an incident in his neighborhood and they were very responsive. He asked if we can get a report from SPCA of how many incidents they've responded to in Penn Township. Manager Rodgers will request a report.

CITIZEN'S COMMENTS: None.

The meeting was adjourned at 7:37 P.M.

Respectfully submitted,

Angela M. Hallett  
Township Secretary

MINUTES  
PUBLIC SAFETY COMMITTEE  
NOVEMBER 8, 2016

The Penn Township Public Safety Committee convened on Monday, November 7, 2016 at 7:00 P.M. Present were Chairman Felix and Commissioners Brown, Heilman, Klunk, and Van de Castle. Also present were Township Manager Rodgers, Fire Chief Cromer, Police Lieutenant Hettinger, and Township Secretary Hallett. The following items were discussed:

ANNOUNCEMENTS: Commissioner Felix announced an executive session to discuss personnel and possible land acquisition was held following the Health & Sanitation Committee meeting on November 1, 2016. An executive session to discuss personnel and possible land acquisition will be held following the Finance Committee meeting this evening.

APPROVAL OF THE MINUTES: The minutes of the October 3, 2016 Public Safety Committee meeting were approved as submitted.

CITIZEN'S COMMENTS: None.

INTRODUCTION OF PROBATIONARY PATROLMAN: Lieutenant Hettinger introduced Bryan E. Wheeler as the new probationary patrolman. He was sworn in on October 31, 2016. Patrolman Wheeler was greeted by each of the Commissioners and Lieutenant Hettinger said he's excited to have him on the team.

SPECIALIZED QRT TRAINING: Lieutenant Hettinger reported that Patrolman O'Brien attended the three week QRT academy and is now a full-fledged member of the QRT. He performed well and Lieutenant Hettinger commended him on his efforts.

CITIZEN'S COMMENTS: None.

The meeting was adjourned at 7:02 P.M.

Respectfully submitted,

Angela M. Hallett  
Township Secretary

MINUTES  
PUBLIC SAFETY COMMITTEE  
DECEMBER 5, 2016

The Penn Township Public Safety Committee convened on Monday, December 5, 2016 at 7:00 P.M. Present were Chairman Felix and Commissioners Brown, Heilman, Klunk, and Van de Castle. Also present were Township Manager Rodgers, Police Chief Laughlin, Fire Chief Cromer, and Township Secretary Hallett. The following items were discussed:

ANNOUNCEMENTS: Commissioner Felix read the announcement of the executive session held following the Board of Commissioners Public Meeting on November 21, 2016.

APPROVAL OF THE MINUTES: The minutes of the November 7, 2016 Public Safety Committee meeting were approved as submitted.

CITIZEN'S COMMENTS: None.

UPDATE ON RECENT TRAFFIC STUDIES: Police Chief Laughlin reported that several traffic studies were performed on Tyler Drive, Kaitlyn Drive, and Alexander Drive. The traffic studies have been reviewed and Chief Laughlin is ready to move forward with adopting an ordinance. Manager Rodgers said we will only move forward with the dedicated portions of the streets. Chief Laughlin explained that they are trying to get traffic studies completed prior to the completion of the developments so the developers will be responsible for putting the signs up. We will have the traffic studies ready when the roads are dedicated.

AERIAL TRUCK: Fire Chief Cromer reported that the Aerial Truck Committee has narrowed it down to two manufacturers. The manufacturers are working to see if they can meet the Committees specifications. A bid package should be ready by the end of January 2017.

OPERATIONS TRAILERS: Fire Chief Cromer reported Hanover Hospital is creating an inventory of what the trailer is equipped with.

FIRE CONSOLIDATION UPDATE: Township Manager Rodgers reported that the Commissioners received a copy of the Fire Consolidation Agreement and it will need to be adopted by Ordinance if the Committee chooses to move forward. At this point she does not know what Hanover Borough is planning to do. If Penn Township approves the ordinance and Hanover Borough does not, our ordinance can be rescinded. Commissioner Klunk asked for clarification on some items in the agreement including the by-laws and the Clover Lane fire station. The Committee recommended approving the agreement.

OTHER MATTERS: Commissioner Brown asked if it is time to discuss financing for the purchase of the Clover Lane fire station. Commissioner Klunk said it would be a good idea to wait and see what happens with the fire consolidation and the refinancing window doesn't open until November 2017.

CITIZEN'S QUESTIONS: None  
The meeting was adjourned at 7:15 P.M.

Respectfully submitted,

Angela M. Hallett  
Township Secretary