

MINUTES  
PUBLIC SAFETY COMMITTEE  
JANUARY 4, 2021

The Penn Township Public Safety Committee convened on Monday, January 4, 2021, at 7:00 p.m. via an online meeting. Present were Chairman Brown and Commissioners Cromer, Elksnis, Heiland and Van de Castle. Also present were Township Manager Rodgers, Police Chief Hettinger, Fire Chief Clouser, Township Engineer Bortner, Zoning Officer Smith and Township Secretary Sweeney. The following items were discussed:

ANNOUNCEMENTS: Chairman Brown announced there was an executive session held following the December 21, 2020, Penn Township Board of Commissioners Meeting to discuss personnel and legal issues. Chairman Brown announced that there will be an executive session held after the Public Works meeting this evening.

Commissioner Brown read a summary of the online public meeting guidelines.

APPROVAL OF THE MINUTES: The minutes of the December 7, 2020, Public Safety Committee meeting were approved as submitted.

CITIZEN'S COMMENTS: There were none.

PROBATIONARY OFFICER COMPLETING PROBATION: Police Chief Hettinger reported Officer David Irvin will complete probationary status on January 8, 2021. He stated that Officer Irvin has been doing a fine job, and will promote him to 1<sup>st</sup> year patrolman status.

REVIEW OF FIRE COMMISSION MEETING: Fire Chief Clouser reported that the last Fire Commission Meeting the agreement with the Hanover Area Volunteer Fire and Rescue has been finalized, the 2021 Hanover Area Fire Commission Budget, and new By-Laws have been adopted. The work with ESG is nearing completion, and warranties will go into effect once work has been completed. Chairman Brown asked if the Commission will be ready to reorganize and vote on the two committees that are to be established. Chief Clouser stated he needs to confirm with a few members at Hanover Borough, and the appointments will be open for discussion at the next meeting. Chief Clouser stated that work is being done at the Clover Lane Station in the apparatus room, there are issues with water/oil separator not draining, causing a back-up onto the floor. Chief Clouser reported that he received notice from UPMC that the career firefighters who have their EMS certification have the option to receive the COVID vaccination. Chief Clouser added that there is a shortage with the EMS PPE supplies of gowns and they are working with EMA Coordinator Waltman for acquisition. Chief Clouser also reported he obtained information regarding an EMS billing service that will bill for certain types of calls, up to three years in the past. He mentioned at the commission meeting to see if there is interest in this service and will report once he has more details to share.

EMA UPDATE: EMA Coordinator Waltman reviewed his December report. EMA Coordinator Waltman also updated the Committee on the current COVID statistics. He is working to obtain PPE gowns for the EMS. He intends to work with the food bank to organize another food distribution drive thru event. Coordinator Waltman reported he is working to obtain his drone certification and plans to offer his services to local emergency departments.

EMERGENCY DECLARATION EXTENSION: Chairman Brown reported the Emergency Declaration began on March 16, 2020, and has been extended thus far. The committee agreed to extend the Emergency Declaration through January 11, 2021.

OTHER MATTERS: There were none.

CITIZEN'S QUESTIONS TO COMMITTEE REGARDING DISCUSSION ITEMS:

Kara Stultz, 6 Scott Street, requested an update on 4 Scott Street. Ms. Stultz stated that the situation is getting worse. Chairman Brown stated he is frustrated, and the situation is in the hands of the solicitor at this time. Zoning Officer Smith reported that a letter was obtained from the solicitor and mailed to the resident on December 17, 2020. To date, no response has been received. Department of Aging, Adult Protective Services have closed the case because of lack of cooperation from the resident. The resident stated that he will not vacate. Zoning Officer Smith is prepared to condemn the property in ten days, and is waiting for the go ahead from the Committee. Mrs. Stultz stated that the residents have added more items to the piles outside and were moving items around to dissipate the rats. Mrs. Stultz stated the rats are starting to migrate beyond the property and have been found on Sherman Street. The Committee agreed that Zoning Officer Smith should move forward with the plan.

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

Respectfully submitted,

Donna M. Sweeney,  
Township Secretary

MINUTES  
PUBLIC SAFETY COMMITTEE  
FEBRUARY 1, 2021

The Penn Township Public Safety Committee convened on Monday, February 1, 2021, at 7:00 p.m. via an online meeting. Present were Chairman Brown and Commissioners Elksnis, Heiland and Van de Castle. Also present were Township Manager Rodgers, Police Chief Hettinger, Fire Chief Clouser, Township Engineer Bortner, Zoning Officer Smith and Township Secretary Sweeney. Commissioner Cromer was absent with notice. The following items were discussed:

ANNOUNCEMENTS: Chairman Brown announced there was an executive session held following the January 18, 2021, Penn Township Board of Commissioners Meeting to discuss personnel and legal issues. Chairman Brown also announced an executive session was held on January 28, 2021 to discuss personnel and various employment openings.

Commissioner Brown read a summary of the online public meeting guidelines.

APPROVAL OF THE MINUTES: The minutes of the January 4, 2021, Public Safety Committee meeting were approved as submitted.

CITIZEN'S COMMENTS: There were none.

DISPOSITION OF MUNICIPAL RECORDS: Police Chief Hettinger reported that he has sent Manager Rodgers a list of documents that need to be disposed. Manager Rodgers reported that she will add documents as well and all will be listed in the resolution. The committee recommended approving the resolution.

ST. JOSEPH ATHLETIC ASSOCIATION 5K: Police Chief Hettinger reported that the township received a letter from St. Joseph Athletic Association requesting permission to conduct a 5K to be held on Saturday, May 15, 2021. The request is the same as received in previous years. Police Chief Hettinger will send them the standard letter.

NEW AED'S PROVIDED BY YORK COUNTY: As a part of York County's COVID relief funding; the County purchased AED's for all police departments. Penn Township was the recipient of two AED's, at no cost. The township will need to provide for the maintenance of the devices. The committee expressed their gratitude for the donation.

ANNUAL MEMORIAL DAY PARADE: Police Chief Hettinger reported that the township received a letter dated January 15, 2021 from the Allied Veterans Council to hold the Annual Memorial Day Parade on Monday, May 31, 2021. The committee recommend approving the request.

HIRING OF A CAR CLEANER: Police Chief Hettinger reported that a vacancy of a part time position became available last year. He requested permission to fill the vacancy

which would be no more than twenty-four hours a week to help with the cleaning and transporting for maintenance of the patrol vehicles. This position has been budgeted for, therefore, the committee had no objections to the request.

REVIEW OF FIRE COMMISSION MEETING: Fire Chief Clouser reported that January Fire Commission meeting was their reorganizational meeting. They recognized the municipal and volunteer representatives. Mr. Elsner was re-elected as Chairman, and Mr. Reichart as Vice-Chairman. A motion was passed to continue monthly meetings as conducted in the past. Chief Clouser reported the volunteers are now covered under the Fire Commission's workers compensation policy, and all vehicles are now under one policy as well. Chief Clouser and the committee discussed the availability and inclination of the firefighters to receive the COVID-19 vaccine.

EMA UPDATE: EMA Coordinator Waltman reviewed his January report, and updated the committee on the local COVID-19 statistics.

EMERGENCY DECLARATION EXTENSION: Chairman Brown reported the Emergency Declaration began on March 16, 2020, and has been extended thus far. The committee agreed to extend the Emergency Declaration through February 8, 2021.

OTHER MATTERS: Police Chief Hettinger updated the committee on the status of the COVID-19 vaccinations within the department. Chief Hettinger reported that Verizon's new Co-Star contract is going from a ten-month replacement plan to a twenty-four-month replacement plan for equipment. He checked with AT&T's FirstNet program, they are currently at twelve-month plan moving to an eighteen-month plan. He added with the FirstNet program replacement of broken equipment can be replaced at a highly discounted rate, and operate on a month to month contract plan. Chief Hettinger also reported that an officer has approached him with the possibility of retirement. Chief Hettinger will keep the committee updated.

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

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

Respectfully submitted,

Donna M. Sweeney,  
Township Secretary

MINUTES  
PUBLIC SAFETY COMMITTEE  
MARCH 1, 2021

The Penn Township Public Safety Committee convened on Monday, March 1, 2021, at 7:00 p.m. via an online meeting. Present were Chairman Brown and Commissioners Cromer, Elksnis, and Heiland. Also present were Township Manager Rodgers, Police Chief Hettinger, Fire Chief Clouser, Township Engineer Bortner, Zoning Officer Smith and Township Secretary Sweeney. The following items were discussed:

ANNOUNCEMENTS: Chairman Brown announced there was an executive session held following the February 15, 2021, Penn Township Board of Commissioners Meeting to discuss personnel and legal issues. Chairman Brown further announced there would be an executive session held following the Public Works Committee meeting.

Commissioner Brown read a summary of the online public meeting guidelines.

APPROVAL OF THE MINUTES: The minutes of the February 1, 2021, Public Safety Committee meeting were approved as submitted.

CITIZEN'S COMMENTS: There were none.

DRUG TAKE-BACK DAY: Police Chief Hettinger reported he was contacted to sponsor a drug take back program on Saturday, April 24, 2021, 10 a.m. – 2 p.m. Use of the Public Works driveway on Wilson Avenue was requested, signs would be posted directing one-way traffic flow. Officers would be present for collection. Commissioner Elksnis stated this is the same day as the scheduled shredding & food drive event. He requested Chief Hettinger to coordinate with WWTP Superintendent Mahone for proper signage for both events to avoid public confusion. The committee had no objections.

REVIEW OF FIRE COMMISSION MEETING: Fire Chief Clouser reported the current firefighter eligibility list approved by the Civil Service Commission is due to expire June, 17, 2021. Chief Clouser reported he is working to compile a joint list with Hanover Borough as it has been done in the past. Chief Clouser reported at the last Fire Commission Meeting the newly formed committees had the opportunity to meet. The Finance and Personnel Committee established a negotiation committee to meet with the union, the tentative date is March 10<sup>th</sup>. Chief Clouser reported that all the personnel policies are currently being reviewed by the solicitor. The Building and Apparatus Committee discussed the issues with the oil/water separator at the Clover Lane Station, Chief Clouser is working with WWTP Superintendent Mahone for a solution to the issue. Also discussed is the need for a new fire engine prior to 2024, as well as expansion needed at the Clearview Fire Station. The Operations Committee discussed increasing meeting capacity, and vaccination status for career and volunteer staff.

EMA UPDATE: Chief Clouser reported EMA Coordinator Waltman was unable to attend this evening. Chief Clouser reported Mr. Waltman is working on updating the Penn Township and Hanover Borough Operations Plan, as well as putting together survival kits for fire victims.

EMERGENCY DECLARATION EXTENSION: Chairman Brown reported the Emergency Declaration began on March 16, 2020, and has been extended thus far. The committee agreed to extend the Emergency Declaration through March 8, 2021.

OTHER MATTERS: Fire Chief Clouser reported the fire extinguishers will be inspected at all the township facilities within the upcoming week. He added he will be inspecting the sprinkler system at the Highway shed.

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

The meeting was adjourned at 7:20 p.m.

Respectfully submitted,

Donna M. Sweeney,  
Township Secretary

MINUTES  
PUBLIC SAFETY COMMITTEE  
APRIL 5, 2021

The Penn Township Public Safety Committee convened on Monday, April 5, 2021, at 7:00 p.m. via an online meeting. Present were Chairman Brown and Commissioners Black, Cromer, Elksnis, and Heiland. Also present were Township Manager Rodgers, Police Chief Hettinger, Fire Chief Clouser, Township Engineer Bortner, Public Works Supervisor Ortman, Zoning Officer Smith and Township Secretary Sweeney. The following items were discussed:

ANNOUNCEMENTS: Chairman Brown announced there was an executive session held following the March 15, 2021, Penn Township Board of Commissioners Meeting to discuss personnel and legal issues. Chairman Brown announced there will be an executive session following the Public Works Committee meeting.

Commissioner Brown read a summary of the online public meeting guidelines.

APPROVAL OF THE MINUTES: The minutes of the March 1, 2021, Public Safety Committee meeting were approved as submitted.

CITIZEN'S COMMENTS: There were none.

UPDATE ON POLICE VEHICLE REPLACEMENTS: Police Chief Hettinger reported he received notice the equipment that was on order for the new vehicle has arrived, and they are waiting on the vehicle for installation. Chief Hettinger added that he has also received pricing for the next scheduled replacement, a truck, and equipment will be ordered shortly. The delivery of the truck is expected to be twelve to sixteen weeks.

HANOVER SCHOOL DISTRICT MOU: Police Chief Hettinger reported that he received the agreement and is similar to the agreement received in 2019. The committee had no objections.

HANOVER YMCA HALF MARATHON AND 5K: Police Chief Hettinger reported that he received a letter from the Hanover YMCA requesting permission to conduct a half marathon and 5K to be held on Saturday, October 2, 2021. He added he received a request from Flagger's Force for Young's Road to be closed during the marathon. The committee was against the closure of Young's Road, but had no objections to the marathon and 5K. Police Chief Hettinger will send them a letter.

REVIEW OF FIRE COMMISSION MEETING: Fire Chief Clouser reported that at the last Fire Commission Meeting review of reports and approvals took place. Sixty-seven percent of career staff has been vaccinated. Chief Clouser reported the Fire Commission would like to move to in person meetings. The Committee will discuss during the executive session.

EMA UPDATE: EMA Coordinator Waltman reviewed his March report.

EMERGENCY DECLARATION EXTENSION: Manager Rodgers reported the Emergency Declaration began on March 16, 2020, and has been extended thus far. The committee agreed to extend the Emergency Declaration through April 12, 2021.

OTHER MATTERS: Police Chief Hettinger reported that Officer Carbaugh has expressed that he plans to retire sometime in July.

CITIZEN'S QUESTIONS TO COMMITTEE REGARDING DISCUSSION ITEMS: Kara Stultz, 6 Scott Street, wished to speak regarding the issue at 4 Scott Street. Commissioner Heiland requested that she wait until the Public Works meeting as the subject is on the agenda.

The meeting was adjourned at 7:19 p.m.

Respectfully submitted,

Donna M. Sweeney,  
Township Secretary

MINUTES  
PUBLIC SAFETY COMMITTEE  
MAY 3, 2021

The Penn Township Public Safety Committee convened on Monday, May 3, 2021, at 7:00 p.m. Present were Chairman Brown and Commissioners Black, Cromer, Elksnis, and Heiland. Also present were Township Manager Rodgers, Police Chief Hettinger, Fire Chief Clouser, Township Engineer Bortner, Zoning Officer Smith and Township Secretary Sweeney. The following items were discussed:

ANNOUNCEMENTS: Chairman Brown announced there was an executive session held following the April 19, 2021, Penn Township Board of Commissioners Meeting to discuss personnel and legal issues.

APPROVAL OF THE MINUTES: The minutes of the April 5, 2021, Public Safety Committee meeting were approved as submitted.

CITIZEN'S COMMENTS: There were none.

MEMORIAL DAY PARADE: Police Chief Hettinger reported that the Memorial Day Parade is still on schedule as planned. Manager Rodgers reported there will be a car for the Commissioners if they plan to ride in the parade. Chairman Brown asked Chief Hettinger to put the notice of the parade on their Facebook page.

FIREWORKS REQUEST FOR SOUTHWEST SCHOOL DISTRICT CHORAL OUTDOOR CONCERT: Manager Rodgers reported Southwestern School District requested to have a firework display on May 14<sup>th</sup> at the conclusion of their Choral Concert. The fireworks ordinance has a requirement of a bond, and the bond process will take two weeks, the district is requesting to bring in a cashiers or certified check in lieu of the bond due to the time constraints. The committee had no issues with the request.

REVIEW OF FIRE COMMISSION MEETING: Fire Chief Clouser reported the Commission Meeting was held as scheduled. Chief Clouser updated the committee on the work to correct the drainage/piping issue in the bay area of the apparatus room at the Clover Lane Fire Station. He added that while the contractor was there doing the repair, he obtained estimates for repair of sidewalk and curbing due to settlement at the station. Commissioners Brown and Cromer expressed their concern on the rising deficit of the finances of the EMS. Commissioner Cromer stated that much of the income has dropped off due to lower payments from insurance, Medicare and Medicaid.

EMA UPDATE: EMA Coordinator Waltman reviewed his April report.

EMERGENCY DECLARATION EXTENSION: Manager Rodgers reported the Emergency Declaration began on March 16, 2020, and has been extended thus far. The committee agreed to extend the Emergency Declaration through May 10, 2021.

OTHER MATTERS: Chairman Brown stated Manager Rodgers received a request from a resident to hold a block party. After discussion the Committee agreed if the neighbors wanted to hold in their yard, that is their decision, but the Committee is not in favor of closing streets due to liability issues.

Police Chief Hettinger reported that the Drug Take Back event held on April 24<sup>th</sup> was a success. They collected eighty pounds worth of drugs to be disposed. Chief Hettinger thanked Fire Chief Clouser for permitting the event to be held at the Clover Lane Fire Station.

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  
JUNE 7, 2021

The Penn Township Public Safety Committee convened on Monday, June 7, 2021, at 7:00 p.m. Present were Chairman Brown and Commissioners Black, Cromer, Elksnis, and Heiland. Also present were Township Manager Rodgers, Police Chief Hettinger, Township Engineer Bortner, Zoning Officer Smith and Township Secretary Sweeney. Fire Chief Clousher joined the meeting at 7:15 p.m. The following items were discussed:

ANNOUNCEMENTS: Chairman Brown announced there was an executive session held following the June 1, 2021, Health and Sanitation Committee Meeting to discuss personnel and legal issues, Chairman Brown also announced there would be an executive session held after the meeting this evening.

APPROVAL OF THE MINUTES: The minutes of the May 3, 2021, Public Safety Committee meeting were approved as submitted.

CITIZEN'S COMMENTS: There were none.

HANOVER JAYCEES ANNUAL HALLOWEEN PARADE: The Committee received a letter dated May 17, 2021, from the Hanover Area Jaycees requesting to hold the annual Halloween Parade on Thursday, October 28, 2021, beginning at 7:30 p.m. Manager Rodgers suggested scheduling Trick-or-Treat for Tuesday, October 26, 2021, from 6 p.m. to 8 p.m. The Committee recommended setting the dates.

CODY RMS ADDITIONAL MODULE (NIBRS REPORT FORM): Police Chief Hettinger reported that approximately a year ago they switched over to CODY, a cloud-based reporting management system. The federal government went live with the NIBRS, National Incident-Based Reporting System, as of January 22, 2021. Pennsylvania has not yet adopted this system, but will in the near future. CODY has a module available to implement this system. The additional cost is approximately \$2,500/year, bringing the total to approximately \$16,000/year for the reporting system. The Committee recommended that the Chief include this increase in his budget for 2022.

CAMERAS FOR YORK STREET/CENTER STREET INTERSECTION: Police Chief Hettinger reported that the poles at the intersection of York Street and Center Street had been struck by tractor trailers numerous times within the last few years. The pole was recently struck, bending the main pole. The traffic maintenance company was out to evaluate the damage, if the entire pole were to be replaced, it would be approximately \$30,000.00, however, they were able to straighten the pole this time at a much lesser expense. Chief Hettinger stated that the current traffic cameras there are only to trigger the light, the cost to add a four camera, high quality system with the capability to record would be \$6,886.50, with an internet drop at \$110/month. The

Committee recommended further discussion on the issue at the July Committee Meeting.

POLICE RE-ACCREDITATION: Police Chief Hettinger reported that the re-accreditation process went smoothly and the department has been recommended to be re-accredited.

FIREWORKS PERMIT WAIVER REQUEST: Manager Rodgers reported she received a request dated May 31, 2021, from Bixler Pyrotechnics for a waiver from the required bond in the fireworks permit application for a firework display for Homewood at Plum Creek on June 25, 2021. In lieu of the bond, a bank check with guaranteed funds for the entire amount of the display will be held by the Township. This is similar to the request from Southwestern High School in May. After some discussion, the Committee recommended approving the request.

REVIEW OF FIRE COMMISSION MEETING: Fire Chief Clouser reported that there is a concern regarding the lack of EMS revenue meeting what is budgeted. He is working with Commissioner Cromer, and the EMS Captain, and hope to have an idea on the budget by the Fire Commission Finance meeting on June 14, 2021.

EMA UPDATE: EMA Coordinator Waltman submitted his May report.

EMERGENCY DECLARATION EXTENSION: Manager Rodgers reported the Emergency Declaration began on March 16, 2020, and has been extended thus far. The committee agreed to extend the Emergency Declaration through June 14, 2021.

OTHER MATTERS: Manager Rodgers reminded the Committee that the Public Safety, Public Works, Finance and Health & Sanitation Committee meetings will be held all on the same evening on Tuesday, July 6, 2021, Monday, August 2, 2021, and on Tuesday, September 7, 2021.

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

The meeting was adjourned at 7:27 p.m.

Respectfully submitted,

Donna M. Sweeney,  
Township Secretary

MINUTES  
PUBLIC SAFETY COMMITTEE  
JULY 6, 2021

The Penn Township Public Safety Committee convened on Tuesday, July 6, 2021, at 6:00 p.m. Present were Chairman Brown and Commissioners Black, Cromer, Elksnis, and Heiland. Also present were Township Manager Rodgers, Police Chief Hettinger, Fire Chief Clouser, Township Engineer Bortner, WWTP Superintendent Mahone, Zoning Officer Smith and Township Secretary Sweeney. The following items were discussed:

ANNOUNCEMENTS: Chairman Brown announced there was an executive session held following the June 21, 2021, Board of Commissioners Meeting to discuss personnel and legal issues.

Commissioner Heiland announced there would be an executive session held after the meeting this evening.

APPROVAL OF THE MINUTES: The minutes of the June 7, 2021, Public Safety Committee meeting were approved as submitted.

CITIZEN'S COMMENTS: There were none.

2021 SOUTH WESTERN SCHOOL DISTRICT MOU: Police Chief Hettinger reported he received the Memorandum of Understanding from South Western School District. He reported that it is in a completely different format this year, but the content appears to be the same as years past. Chief Hettinger stated he forwarded the contract to Manager Rodgers to send to the solicitor for review.

Chief Hettinger also reported that there are four candidates for the Probationary Police Officer position and the candidates are under review by the Civil Service Commission.

Chief Hettinger reported they received close to two dozen complaints over the weekend for fireworks. Most reports wanted to remain unanimous, making it difficult to enforce the ordinance.

REVIEW OF FIRE COMMISSION MEETING: Fire Chief Clouser reported the Hanover Area Fire Commission Finance Committee met and there is a significant shortfall of EMS revenue, they will have a report available for next month's Public Safety Committee Meeting.

EMA UPDATE: EMA Coordinator Waltman reviewed his June report.

OTHER MATTERS: Chairman Brown submitted a photo to the Committee of 543 Baltimore Street of an extension ladder being used as access to a second story apartment, it is his understanding that the ladder has been there for several years. Fire

Chief Clouser stated this does not qualify as a legal escape route. Chairman Brown expressed concern for public safety. Manager Rodgers requested Zoning Officer Smith to look into the past Zoning cases for the history on this matter.

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

The meeting was adjourned at 6:25 p.m.

Respectfully submitted,

Donna M. Sweeney,  
Township Secretary

MINUTES  
PUBLIC SAFETY COMMITTEE  
AUGUST 2, 2021

The Penn Township Public Safety Committee convened on Monday, August 2, 2021, at 6:00 p.m. Present were Chairman Brown and Commissioners Black, Cromer, Elksnis, and Heiland. Also present were Township Manager Rodgers, Police Chief Hettinger, Fire Chief Clouser, Township Engineer Bortner, WWTP Superintendent Mahone, Zoning Officer Smith and Township Secretary Sweeney. The following items were discussed:

ANNOUNCEMENTS: Chairman Brown announced there was an executive session held following the July 19, 2021, Board of Commissioners Meeting to discuss personnel and legal issues, he further announced there would be an executive session held following the Health & Sanitation Committee meeting this evening.

Chairman Brown reported that tomorrow evening, August 3, 2021, the National Night Out venue has shifted from the Target parking lot to the Pet Smart parking lot. The event will take place from 6 p.m. to 8 p.m.

APPROVAL OF THE MINUTES: The minutes of the July 6, 2021, Public Safety Committee meeting were approved as submitted.

CITIZEN'S COMMENTS: Jonathan Sotak, Westminster Avenue, expressed his concern of vehicles speeding along Westminster Avenue. The posted limit is 25 mph. Police Chief Hettinger stated the department can conduct targeted enforcement in the area.

Jeff Waltman, 325 Park Heights Blvd, expressed his concern with speeding along Park Heights Blvd, and an increase of tractor trailer traffic along the road. Police Chief Hettinger stated the department can conduct targeted enforcement in the area.

POLICE ACCREDITATION PRESENTATION AT B.O.C. MEETING: Police Chief Hettinger reported that on July 20, 2021, he received a letter confirming their successful accreditation status. Jim Adams, PA Law Enforcement Accreditation Commission, will attend the Board of Commissioners meeting on August 16, 2021, to present the certificate.

HANOVER HOMECOMING PARADE REQUEST: The Committee received a letter dated July 21, 2021, from Hanover High School requesting permission to conduct their annual Hanover Homecoming Parade on Friday, October 1, 2021. The Committee recommended approving the request.

FIRE COMMISSION BUDGET PRESENTATION: Fire Chief Clouser presented the budget shortfall and recommendations for the Hanover Area Fire & Rescue Commissioner Emergency Medical Services. Chairman Brown stated that there are some tough decisions that need to be made, and to assess the water or sewer bill with

a fire fee is not fair, because not every resident receives an invoice. Commissioner Cromer asked Fire Chief Clouser if it would be to wise to use the \$75,000 slated for Capital Equipment and utilize to pay down the debt. Fire Chief Clouser answered that it's not what he would prefer to do, as the funds will be needed to update vehicles. Commissioner Black asked what decides if a call is billable. EMS Captain Claudia Christensen answered, that it depends on the complaint of the patient, and then the insurance company decides whether they feel if an ambulance was needed or not. Commissioner Black further asked if the insurance company decides not to pay, will the patient be invoiced. Ms. Christensen said that, yes, they are invoiced, but rarely do they receive the payment. Commissioner Black asked how they calculated the average cost of the calls. Ms. Christensen stated that there is a formula that is used called run cost analysis. Commissioner Black stated that with the average cost of a call and the approximate number of calls listed, the numbers stated are not adding up, and expressed concern if the EMS is in worse shape than reported. Chief Clouser stated that they tried to come as close to the estimated costs as possible. Commissioner Heiland asked Chief Clouser how he came to his recommendations. Chief Clouser reported he would like to spread the cost of EMS evenly out to all of the residents.

REVIEW OF FIRE COMMISSION MEETING: Fire Chief Clouser reported he was not in attendance at the last meeting. He reported that Chief Daniel Hoff, from York Area United Fire and Rescue was in attendance to report on their merger experience, he stated it took them eight years. Chief Clouser added that we will not have a full merger, until there is a joint labor contract with the firefighters.

EMA UPDATE: EMA Coordinator Waltman reviewed his July report.

OTHER MATTERS: There were none.

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

The meeting was adjourned at 6:55 p.m.

Respectfully submitted,

Donna M. Sweeney,  
Township Secretary

MINUTES  
PUBLIC SAFETY COMMITTEE  
SEPTEMBER 7, 2021

The Penn Township Public Safety Committee convened on Tuesday, September 7, 2021, at 7:00 p.m. Present were Chairman Brown and Commissioners Black, Elksnis, and Heiland. Also present were Township Manager Rodgers, Police Chief Hettinger, Fire Chief Clouser, Township Engineer Bortner, WWTP Superintendent Mahone, and Township Secretary Sweeney. Commissioner Cromer and Zoning Officer Smith were absent with notice. The following items were discussed:

ANNOUNCEMENTS: Chairman Brown announced there was an executive session held following the August 16, 2021, Board of Commissioners Meeting to discuss personnel and legal issues, he further announced there would be an executive session held following the Health & Sanitation Committee meeting this evening.

APPROVAL OF THE MINUTES: The minutes of the August 2, 2021, Public Safety Committee meeting were approved as submitted.

CITIZEN'S COMMENTS: There were none.

CO-RESPONDER COOPERATION AGREEMENT: Police Chief Hettinger reported York County has offered a block grant through federal and county funding to provide a Co-responder, a mental health professional. This program is at no cost to the Township, and the Police Department has the office space available. The Co-responder will be shared with several municipalities; Penn Township, Hanover Borough, and West Manheim. Chief Hettinger stated that the officers will be the first on site, and will contact the co-responder for those who may be experiencing a mental health crisis. The Co-responder will then connect the person(s) with the resources and help they need. Chief Hettinger stated that Sharon Harlacher, York County Human Services, offered to give a detailed presentation on the program and the Committee suggested for her to attend the October Public Safety Committee meeting to do so.

DRUG TAKE-BACK BOX MONITORING EQUIPMENT EVALUATION: Police Chief Hettinger reported Rite Aid has provided a new, larger drug take back box. The company that offers the box, reached out and requested the department to test and evaluate an electronic monitoring system for the box. The monitoring system is used to alert when the box is at a certain capacity and/or weight. He said our detectives do a great job monitoring the box on a regular basis. The department has one year of free service, after a year, an evaluation will be completed and if it is of value, and if the department would like to keep the monitoring system a fee will be incurred.

EMERGENCY MANAGEMENT PLAN: Manager Rodgers reported Mr. Waltman presented the Emergency Management Plan for review. This plan is for both Penn Township and Hanover Borough. If approved, the Township would need to adopt by

resolution. Manager Rodgers will forward the plan to the Fire Commission Solicitor for review.

2022 YORK COUNTY SPCA CONTRACT: Manager Rodgers reported she received the annual SPCA contract, and there has been no changes and the cost is the same as last year. The committee recommended approving the agreement.

EMS BUDGET SHORTFALL UPDATE: Fire Chief Clouser reported that after last meetings power point budget presentation, he met with the Fire Commission Treasurer, who neglected to add the money from PTVES that was owed to the Commission as a carryover item from last year, this reduces the overall budget shortfall to \$88,000. Manager Rodgers asked what the provisions were to allow that the amount be changed since the approval of the budget. Chief Clouser will have to check with the Commission Solicitor. Commissioner Heiland stated this is the current shortfall but does not affect the long-term shortfall concern. Chief Clouser also reported the EMS Captain reviewed the analysis of the cost per call equation, and will forward the paperwork to Manager Rodgers showing the formula used to calculate.

REVIEW OF FIRE COMMISSION MEETING: Fire Chief Clouser reported they discussed the commitments of both municipalities and the future of the Commission as well as the contract negotiations of the two sets of firefighters. In response to that discussion, Hanover Borough has set an invitation to discuss a third-party evaluation of the Commission to determine what is needed. They feel the evaluation completed by DCED is unacceptable, and are requesting an outside review of how to handle the Commission. Commissioner Brown asked who is going to pay for this, how long will this last and why is this necessary. Chief Clouser said the Commission will pay for it, he could not provide an answer as to how much, how long and why is it necessary. Commissioner Brown stated that at the last Commission meeting the President stated that the evaluation should be conducted internally, and asked Chief Clouser why would that not be sufficient. Chief Clouser stated he believes it should be; that the Commission which includes representatives from both municipalities should decide the vision for its future.

EMA UPDATE: EMA Coordinator Waltman reviewed his August report. Mr. Waltman added that we were very fortunate there was not more damage with the amount of precipitation that fell as a result of Hurricane Ida. He added there were many reported wet basements, but no structural damage, and several streets were closed due to the flooding.

OTHER MATTERS: Police Chief Hettinger thanked the Public Works Department for their work staging the barricades on the flooded streets.

Police Chief Hettinger reported that there are rumors and postings on social media regarding the Southwestern School District Board Meeting and the mask mandate. Chief Hettinger has been in contact with the school and will have an officer present at the meeting.

Police Chief Hettinger reported that the YMCA has their half marathon coming up, and with the Karen Lane Bridge being closed, the marathon had to be rerouted down Barnhart Drive. On the weekend there is truck parking on both sides of the road, making it difficult for both runners and vehicle traffic to get through. The YMCA requested if one side of the road could be marked "no parking" during the marathon. The committee requested the notification be made as soon as possible.

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

The meeting was adjourned at 7:38 p.m.

Respectfully submitted,

Donna M. Sweeney,  
Township Secretary

MINUTES  
PUBLIC SAFETY COMMITTEE  
OCTOBER 4, 2021

The Penn Township Public Safety Committee convened on Monday, October 4, 2021, at 7:00 p.m. Present were Chairman Brown and Commissioners Black, Cromer, Elksnis, and Heiland. Also present were Township Manager Rodgers, Police Chief Hettinger, Fire Chief Clouser, Township Engineer Bortner, Zoning Officer Smith, and Township Secretary Sweeney. The following items were discussed:

ANNOUNCEMENTS: Chairman Brown announced there was an executive session held following the September 20, 2021, Board of Commissioners Meeting to discuss personnel and legal issues.

APPROVAL OF THE MINUTES: The minutes of the September 7, 2021, Public Safety Committee meeting were approved as submitted.

CITIZEN'S COMMENTS: There were none.

CO-RESPONDER INFORMATION: Police Chief Hettinger introduced Sharon Harlacher, York County Administrator for Early Intervention, Mental Health and Intellectual Disabilities, to give a brief presentation regarding the Co-Responder program. Ms. Harlacher reported the intent of the program is to have a mental health professional embedded in with law enforcement to accompany along with calls, availability in the office for advisement, and/or follow-up with the necessary mental health resources. The co-responder professional would be shared between Penn Township, Hanover Borough, and West Manheim Township. Penn Township has the available office space that is required, phone, office supplies, payroll and insurance will be provided through the program and is of no cost to the municipalities and will be funded through York/Adams Crisis Intervention. The law enforcement departments will decide how to utilize the professional. They would start with one shift and analyze the volume of calls and then adjust the hours accordingly. The Police Officer will be the first point of contact and then if needed will team with the mental health provider to ensure the best course of action. The Committee thanked Ms. Harlacher and made a favorable recommendation for the program.

PROPOSED AMENDMENT(S) TO CIVIL SERVICE REGULATIONS: Police Chief Hettinger reported that the Civil Service Commission is requesting a few revisions to The Rules and Regulations for the Police Department. In Section P-401A, item 5, a reading test is required to enter the police academy, therefore requesting to ease the requirement to be "if necessary". Item 7, they are requesting to include the wording "or other truth verification test", reason being, if an applicant has taken a truth verification test through another municipality in the application process, and in turn is not chosen, Penn Township would like to utilize that test result to fulfil the requirement. They are also requesting an addition of item 8, Any other required test/check, this stems as a result of Act 57, which requires a check of prior employment with other Police

Departments. Under Section P-408, changing the time period from 6 months to 24 months for receiving a conditional offer of employment of an applicant's successful graduation from a recognized Pennsylvania police academy class. Commissioner Heiland suggested adding a time restraint for the reading test for Section P-401A, item 5. The committee recommended approving the revisions.

DRUG TAKE-BACK DAY: Police Chief Hettinger reported the department has a drug take back day scheduled for Saturday, October 23, 2021, the event will take place at the Clover Lane Fire Station. Commissioner Heiland asked if this event will cause overtime pay, and Chief Hettinger stated that the event would not.

POLICE 2022 BUDGET PRESENTATION: Police Chief Hettinger presented an overview of the 2022 police budget. The total expenses for Police Protection are \$4,796,300. There are contractual increases in salaries, Chief Hettinger included salaries for the addition of two probationary police officers increasing the platoon to a total twenty-five, and the increase of hours for the vehicle maintenance position. There are increases in healthcare and insurances, which do not reflect the proposed two additional officers. The cost of ammunition has risen and difficult to find, the addition of a monthly subscription from a law enforcement consultant for most recent updates, plus a subscription for Crimewatch, a platform protection for social media accounts. The department needs to replace five shotguns, flashlights and the cost of installation and maintenance of intersection camera systems at York and Center Street. The addition of two traffic solutions electronic speed signs, and two standing desks. Also included is the replacement of two police cruisers plus all the equipment, as well as the replacement of the Detective vehicle. Chief Hettinger stated that the portable radios will cease to be supported in November of 2026, and he would like to begin replacing five a year, there are twenty-five portable radios in total.

FIRE DEPARTMENT 2022 BUDGET PRESENTATION: Fire Chief Clouser presented an overview of the 2022 fire budget which includes Hanover Area Fire and Rescue Commission budget. The total expenses are \$3,337,023, which include contractual salary increases, and health insurance. Hydrant repair and rental has increased due to the housing growth in the Township. Installation of sidewalk will be needed along the fire station on Clover Lane. The Fire Commission budget contribution is \$750,388. This includes the cost of a Business Manager in lieu of a Deputy Fire Chief. Radio replacement is needed; however, the Fireman's Relief Association has offered to take care of this expense over the next few years. Chief Clouser stated that there is approximately \$376,000 outstanding in EMS reimbursements for this year.

REVIEW OF FIRE COMMISSION MEETING: Fire Chief Clouser reported the last Fire Commission meeting was cancelled. An additional meeting was scheduled due to an intergovernmental agreement the commission needed to act on budget items prior to September 30, and during that meeting the commission approved the budget for presentation to each municipality. Commissioner Brown reported the Business Manager position will be a Commission position. The treasurer duties will be turned over to the finance committee.

EMA UPDATE: EMA Coordinator Waltman reviewed his September report. Commissioner Black had questions regarding the EMA plan and it references three appendixes that are not included in the public document, he is not willing to approve a document without all of the information. Mr. Waltman stated the information is not covered under the right to know privilege, because the appendixes references names, addresses and contact information. He can forward the information to the committee for their review prior to consideration for approval.

OTHER MATTERS: Commissioner Brown requested Police Chief Hettinger to contact the YMCA to remove their signs regarding the marathon that took place the previous week.

Commissioner Cromer questioned Police Chief Hettinger what the procedure was for Flagger Force for the streets. Chief Hettinger stated that the YMCA contracted with Flagger Force for traffic control on the streets during the marathon, and they do not have permission to close the streets. Commissioner Cromer stated that he went to the recycling center and they had Wilson Avenue closed for twenty minutes or longer, traffic was backed up, and vehicles were attempting to turn around. Chief Hettinger will forward the information.

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

The meeting was adjourned at 8:19 p.m.

Respectfully submitted,

Donna M. Sweeney,  
Township Secretary

MINUTES  
PUBLIC SAFETY COMMITTEE  
NOVEMBER 1, 2021

The Penn Township Public Safety Committee convened on Monday, November 1, 2021, at 7:00 p.m. Present were Chairman Brown and Commissioners Black, Cromer, Elksnis, and Heiland. Also present were Township Manager Rodgers, Police Chief Hettinger, Fire Chief Clouser, Township Engineer Bortner, Zoning Officer Smith, and Township Secretary Sweeney. The following items were discussed:

ANNOUNCEMENTS: Chairman Brown announced there was an executive session held following the October 18, 2021, Board of Commissioners Meeting to discuss personnel and legal issues. Chairman Brown announced there will be an executive session held this evening following the Public Works Committee meeting.

Chairman Brown thanked Commissioner Heiland and Commissioner Elksnis for their participation, and Police Chief Hettinger, Fire Chief Clouser and Emergency Management Coordinator Jeff Waltman for their work on the Hanover Halloween Parade.

APPROVAL OF THE MINUTES: The minutes of the October 4, 2021, Public Safety Committee meeting were approved as submitted.

CITIZEN'S COMMENTS: There were none.

KLUGH ANIMAL CONTROL 2022 AGREEMENT: Police Chief Hettinger reported he received the Klugh Animal Control Agreement for 2022. He stated there is no change except for a slight price increase. The Committee recommended approving the agreement.

HAWK HUSTLE: Police Chief Hettinger reported he received a letter dated October 4, 2021 from the Hanover Athletic Booster Club informing the Township they are hosting their annual Hawk Hustle on November 13, 2021. The route is the same as it has been in the past, and they are not requesting any road closures. Chief Hettinger stated there have been no problems with the event in the past. The Committee recommended Chief Hettinger to send a letter.

ORDERING TWO POLICE UTILITY VEHICLES: Police Chief Hettinger reported the F150 vehicle that has been on order has been upgraded from a 2021 to a 2022 model due to the extended delivery time, there will be no cost difference. He asked the Committee for permission to order the two Police Utility vehicles that have been included in the 2022 budget now due to the sixteen-week lead time. The Committee requested Chief Hettinger to wait until after further discussion at the November 9, 2021 budget finance meeting.

YORK COUNTY SAFETY COLLABORATIVE AGREEMENT: Police Chief Hettinger reported the York County Chiefs of Police are organizing a collaboration to apply for grants and organize fundraising for the coordination of shared services, purchasing and training. Each participating municipality will need to sign the agreement. The Committee recommended approving the agreement.

REVIEW OF FIRE COMMISSION MEETING: Fire Chief Clouser reported the Fire Commission is moving in the right direction and there is not much to report. Chief Clouser added that he and Fire Commissioner Chairman Elsner met with administration from Hanover Hospital to discuss the ambulance wait times. They have documented wait times for up to six hours. The problem it creates is that if the units are held waiting at the hospital, the commission has to rely on neighboring stations that are further away and may not offer the same amount of care. The Commission is currently developing a policy that will allow the hospital forty-five minutes to find a bed, if not our EMS will unload the patient, give the hospital a document, and leave the patient in the care of the hospital.

EMA UPDATE: EMA Coordinator Waltman reviewed his October report. EMA Waltman added that COVID-19 cases are up in the area. The Halloween Parade went well. EMA Waltman and Chief Clouser will be more heavily involved with the planning process of the Halloween Parade in the future. EMA Waltman commended Chief Clouser and the emergency personnel that reported to the accident with the diesel spill on Broadway. DEP representative will be meeting with himself, Engineer Bortner and Mr. Frank Elsner, the property owner regarding the spill.

OTHER MATTERS: Police Chief Hettinger reported there are issues with the traffic light at Wirt Avenue, traffic cannot turn left, causing a backup on Baltimore Street. Sam Garman, traffic signal specialist found that there is an issue with the location of the camera. Tractor trailers traveling through block the view of the camera, therefore not picking up traffic on Wirt Avenue quickly enough. The committee recommended moving forward with moving the camera.

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

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

Respectfully submitted,

Donna M. Sweeney,  
Township Secretary

MINUTES  
PUBLIC SAFETY COMMITTEE  
DECEMBER 6, 2021

The Penn Township Public Safety Committee convened on Monday, December 6, 2021, at 7:00 p.m. Present were Chairman Brown and Commissioners Black, Cromer, Elksnis, and Heiland. Also present were Township Manager Rodgers, Police Chief Hettinger, Fire Chief Clouser, Township Engineer Bortner, Zoning Officer Smith, and Township Secretary Sweeney. The following items were discussed:

ANNOUNCEMENTS: Chairman Brown announced there was an executive session held following the November 15, 2021, Board of Commissioners Meeting to discuss personnel and legal issues.

APPROVAL OF THE MINUTES: The minutes of the November 1, 2021, Public Safety Committee meeting were approved as submitted.

CITIZEN'S COMMENTS: There were none.

REVIEW OF FIRE COMMISSION MEETING: Fire Chief Clouser reported at the last Fire Commission meeting, the Fire Commission Finance Committee assumed the duties of Treasurer. Steve Otis has been reviewing profit and loss estimates and the figures show that the EMS will end the year with a \$40,000 deficit, which is better than expected. They composed the first draft of the job description for the Business Manager position. They are still working out the insurance coverage and pensions for the Fire Chief and the Executive Secretary to move over to the Fire Commission. Chief Clouser reported that he has been working on a FEMA Grant for a sprinkler system for the Clearview and Wirt Park fire stations. Chief Clouser updated the Committee on the status of the Hospital. As of last week, they were at capacity and the staff is overwhelmed. They are still working with area ambulance services and the Hospital to come to some sort of agreement on how to handle EMS patients that are being brought in. Chairman Brown stated he was under the impression that there was a meeting with the hospital and other area ambulance services. Chief Clouser reported that there was, and they are working on a proposal for when a patient is brought in, a nurse will assess whether they need to stay in the ER or be fast tracked to the triage area. Then EMS can release the patient to the hospital. Chairman Brown stated that this has been occurring for years and is not just related to COVID. Chief Clouser reported that the Fire Commission is ready to take Santa throughout the Township this weekend, and they are going to put the sound system on the ladder truck to play Christmas music.

REVIEW OF FIRE DEPARTMENT OVERTIME COSTS IN 2021: Chairman Brown reported the Fire Department overtime is astronomical. He is aware there are two firemen out on disability and he wondered if it would be more beneficial to hire one or two more fireman to reduce the overtime. Chief Clouser stated he liked the idea of hiring more firemen. Chairman Brown asked the timeline. Chief Clouser stated they

are currently accepting applications until December 31, 2021, and this is a joint venture with Hanover Borough. A list will be compiled, then approved through the Civil Service Commission, and testing should occur in January. They would be ready to hire sometime in February or March. If the candidate would need to attend the academy, it would be approximately fourteen more weeks. Commissioner Cromer stated that other municipalities hire part time, we would have to look into what is stated in the contract. Chief Clouser stated that there have been a few recent occasions where overtime has had to be mandated.

EMA UPDATE: EMA Coordinator Waltman reviewed his November report. EMA Waltman added he will be submitting a proposal with the local Managers, Police, and Public Works to bolster the use of barricades along the streets during parades and events. EMA Waltman reported that the COVID-19 cases are very high in Hanover, and the latest COVID version is much more viral, and urged vaccinations and use of caution.

OTHER MATTERS: There were none.

CITIZEN'S QUESTIONS TO COMMITTEE REGARDING DISCUSSION ITEMS: Mr. Karl Maynor, 134 Moore Drive, requested to address the Committee regarding his shed that is on Township property. The Committee advised Mr. Maynor that he wait and speak at the Public Works meeting.

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

Respectfully submitted,

Donna M. Sweeney,  
Township Secretary