

MINUTES
PUBLIC SAFETY COMMITTEE
JANUARY 3, 2022

The Penn Township Public Safety Committee convened on Monday, January 3, 2022, at 7:19 p.m., following the Board of Commissioners Reorganizational meeting. Present were Chairman Cromer and Commissioners Berlingo, Brown, 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: There were none.

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

CITIZEN'S COMMENTS: There were none.

REVIEW OF FIRE COMMISSION MEETING: Fire Chief Clouser reported that the Fire Commission Finance Committee is short one representative from Hanover Borough, and an alternate will be appointed in the near future. He also reported Hanover Borough has changed the date for their Public Safety meetings from the first Monday to the second Tuesday of the month, so he can now attend both the Township and the Borough's meetings. Chief Clouser said they continue to monitor the situation on COVID. He added that the calls and wait times at the hospital continues to increase. The EMS staff is consistent with wearing the N95 masks, and continues practicing social distancing.

EMA UPDATE: EMA Coordinator Waltman reviewed his December report. EMA Waltman added FEMA teams have been assigned to York and Scranton Hospitals, currently for a sixteen-day deployment. He commended the emergency personnel for practicing safety precautions, and requested continued prayers for our providers.

OTHER MATTERS: Police Chief Hettinger reported the department has begun the search to fill the part time custodial position. One applicant was interviewed, and he would like to open the advertisement again to see if there is more interest. He also reported that the Metropolitan York Testing Consortium begins this week, and currently there is a small pool to choose from. He also thanked EMA Coordinator Waltman for the donation of the emergency blankets.

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

The meeting was adjourned at 7:30 p.m.

Respectfully submitted,
Donna M. Sweeney, Township Secretary

MINUTES
PUBLIC SAFETY COMMITTEE
FEBRUARY 7, 2022

The Penn Township Public Safety Committee convened on Monday, February 7, 2022, at 7:00 p.m. Present were Vice-Chairman Elksnis and Commissioners Berlingo, Brown, and Heiland. 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 without notice. The following items were discussed:

ANNOUNCEMENTS: Vice-Chairman Elksnis announced that there was an executive session held following the Health and Sanitation Committee meeting on Tuesday, February 1, 2022. He also announced that there will be an executive session held following the Public Works Committee meeting this evening.

APPROVAL OF THE MINUTES: The minutes of the January 3, 2022, Public Safety Committee meeting were approved as submitted.

CITIZEN'S COMMENTS: There were none.

ANNUAL DOCUMENT SHREDDING MATERIALS: Police Chief Hettinger reported that he has sent Manager Rodgers a list of documents that need to be disposed. Manager Rodgers reported that she has added the documents to the list on the resolution. The documents will be sent for shredding at the Township shredding event on April 23, 2022, Vice-Chairman Elksnis added that the food drive will be held during this event as well. The committee recommended approving the resolution.

HIRING OF POLICE OFFICER: Police Chief Hettinger reported that the York County Consortium held testing in January. After both phases of testing were completed, they had a total of fifty-seven candidates. Civil Service has been able to certify the list. Chief Hettinger had his detectives conduct back ground checks, and has a list of four applicants. Chief Hettinger will provide this list to Manager Rodgers, and Civil Service will certify at their next meeting. Chief Hettinger stated he would like to move forward with conducting interviews, and make conditional offers. He stated the next class for the Police Academy will begin in May.

DONATION FOR NEW POLICE BICYCLES: Police Chief Hettinger reported that the department has four bicycles in its fleet, with the newest being about ten years old, and in need of maintenance. A Township employee is member of an organization called People that Care, Inc. and they may be interested in donating two new bicycles for the department.

TRAFFIC STUDIES: Police Chief Hettinger reported five traffic studies were conducted; the 4000 block of Grandview Road for speed, Fairview Drive for Sight Distance for a hidden driveway, Fairview Drive for speed, Beck Mill Road at Boulder, for speed, and

sight distance for speed. The study found that the speed limit is set accordingly at all the locations. The sight distance for a hidden driveway traffic study on Fairview Drive found that due to a dip in the road, it is recommended to place hidden driveway signs approaching from each direction. The Committee recommended posting the signs.

REVIEW OF FIRE COMMISSION MEETING: Fire Chief Clouser reported at last Commission meeting they reorganized, approved a new contract with the auditor, approved the job description for the business manager, and amended the job description for the executive secretary. They also approved a three percent increase for Emergency Medical Service billing. There was a check presentation from the volunteer services for approximately \$70,000 for the sale of apparatus. Chief Clouser reported that he has a meeting with senior leadership at UPMC Hanover Hospital with all the local ambulance services to meet the new Medical Director for the ER.

EMA UPDATE: EMA Coordinator Waltman reviewed his January report. EMA Waltman reported that he presented the Emergency Management Plan for review a few months ago, and at the Committee's recommendation he had the Fire Commission's solicitor review. The solicitor found the document to be in compliance with Title 35B of the Commonwealth of Pennsylvania. Coordinator Waltman stated he will forward a copy to Manager Rodgers for the Committee to review. He also reported the York County EMA purchased nine hundred Covid tests funded by York City Department of Health. Fifteen tests will be made available to both the fire department and Emergency Medical Services.

OTHER MATTERS: There were none.

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

The meeting was adjourned at 7:12 p.m.

Respectfully submitted,

Donna M. Sweeney,
Township Secretary

MINUTES
PUBLIC SAFETY COMMITTEE
MARCH 7, 2022

The Penn Township Public Safety Committee convened on Monday, March 7, 2022, at 7:00 p.m. Present were Vice-Chairman Elksnis and Commissioners Berlingo, Brown, and Heiland. 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. The following items were discussed:

ANNOUNCEMENTS: Vice-Chairman Elksnis announced that there will be an executive session held following the Public Works Committee meeting this evening to discuss personnel matters.

APPROVAL OF THE MINUTES: The minutes of the February 7, 2022, Public Safety Committee meeting were approved as submitted.

CITIZEN'S COMMENTS: There were none.

STRENGTH UNITED CROSSFIT 5K FUNDRAISER: Police Chief Hettinger reported the Committee received a letter dated February 13, 2022, from Strength United CrossFit requesting to hold a 5K fundraiser for Multiple System Atrophy on Saturday, March 26, 2022, from 9 a.m. to approximately 10 a.m. The race would run along portions of Center Street, Ridge Avenue and Wilson Avenue. They are not requesting any road closures and have volunteers in place for flagging. The Committee had no issues and asked Chief Hettinger to send a letter.

SOUTH WESTERN SCHOOL DISTRICT 5K RACE: Police Chief Hettinger reported the Committee received a letter dated February 25, 2022, from South Western School District requesting to hold a 5K race on Saturday, May 7, 2022. They are requesting to close Bowman Road from 7:30 a.m. to 11:00 a. m., as they have done in the past. They will be reaching out to the Fire Commission to request assistance from the Township Fire Police. The Committee had no issues and asked Chief Hettinger to send a letter.

SAINT JOSEPH'S 5K: Police Chief Hettinger reported the Committee received a letter from Saint Joseph Catholic School requesting to hold a 5K fundraiser on Saturday, May 7, 2022, from 9 a.m. to 11 a.m. The request is the same as in the past. The Committee had no issues and asked Chief Hettinger to send a letter.

NATIONAL PRESCRIPTION DRUG TAKE BACK DAY: Police Chief Hettinger reported he received notification from the York Opioid Collaborative that the National Prescription Drug Take Back Day is scheduled for Saturday, April 30, 2022. He said the event went well last year when it was held at the Clover Lane Fire Station, and would like to do the same for this year. Chief Hettinger stated that there will be no scheduled over-time for this event. The Committee had no issues.

REVIEW OF FIRE COMMISSION MEETING: Fire Chief Clouser reported that the Fire Commission approved the advertising for the job position for the Business Manager. They have received approximately thirty-five applications, and the Commission's Personnel Committee will conduct the interviews.

EMA UPDATE: EMA Coordinator Waltman reviewed his February report. EMA Waltman reported he is receiving updates to the list of hazardous chemicals in the county. This list is composed of local businesses that have reported to have reached a certain threshold of hazardous chemicals. This list is then provided to 911, along with manufacturer and emergency response information. He then reported that with the current unstable global events, everyone should consider to assemble an emergency survival kit. Suggested items can be found at www.ready.gov. EMA Waltman also reported that the York County Department of Emergency Services sent communications out to local municipalities that work has begun on their next generation 911 project. Ninety percent of the next generation 911 runs off of geographical information system mapping data (GIS), which is a cloud-based system. He reported that he is assisting York County with validating the address information. He has completed the Borough of Hanover, and is now working on Penn Township.

OTHER MATTERS: Commissioner Elksnis stated he had heard that there will be a memorial service held this weekend and asked Chief Clouser to inform the Committee of the details. Fire Chief Clouser explained that about six-years ago there was a line of duty death, Earl Shoemaker died while responding to a call in West Manheim. The volunteer services will be holding a service to commemorate the anniversary of this death at Mount Olivet Cemetery this Saturday at 9 a.m.

Manager Rodgers reported she had heard a rumor that the Hanover Area Chamber of Commerce is in talks to hold the Snack Town Brewfest event at The Markets at Hanover this year. She stated she had reached out to the Chamber and informed them that they will need to obtain a variance or special exception, as this is not an allowed use for the location. Chief Clouser stated that he received an email from the Borough of Hanover today that they have applied for a permit for the use Moul Field as a backup plan.

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

The meeting was adjourned at 7:18 p.m.

Respectfully submitted,

Donna M. Sweeney,
Township Secretary

MINUTES
PUBLIC SAFETY COMMITTEE
APRIL 4, 2022

The Penn Township Public Safety Committee convened on Monday, April 4, 2022, at 7:00 p.m. Present were Vice-Chairman Elksnis and Commissioners Berlingo, Brown, 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: Vice-Chairman Elksnis announced that there was an executive session held following the March 21, 2022, Penn Township Board of Commissioners Meeting to discuss personnel and legal issues. He also announced that there will be an executive session held following the Public Works Committee meeting this evening to discuss personnel matters.

APPROVAL OF THE MINUTES: The minutes of the March 7, 2022, Public Safety Committee meeting were approved as submitted.

CITIZEN'S COMMENTS: Barbara Rowlett, 9 Cantera Way, stated there have been a number of car break-ins in her neighborhood. Police Chief Hettinger stated that this normally occurs this time of year. He said there is an organized group that comes into a neighborhood by the van load, and are difficult to catch. They will hit a neighborhood and break-in to cars that are unlocked and rarely break-in the locked cars.

POLICE DEPARTMENT PRINTERS: Police Chief Hettinger reported that their five-year contract with Quality ends in July. The department currently has a color copier that produces thirty-five copies per minute. He contacted Quality and Doceo for quotes along with a quote for a color copier that produces fifty copies a minute. He is requesting the upgrade due to the increasing amount of paperwork. He also reported that the printer in the Sergeant's office is no longer working. Chief Hettinger is recommending to lease both printers with Doceo, the contract includes everything except the paper, and they provide the most cost savings. The Committee had no issues.

YMCA HALF MARATHON AND 5K: Police Chief Hettinger reported he received a letter dated March 22, 2022, from the Hanover area YMCA. They are planning to hold their annual half marathon and 5k race on Sunday, October 1, 2022, the race will begin at 8 a.m. They have flagger force on the course to direct traffic as well as volunteers to help with directing the runners. The course remains the same as in the past. Commissioner Brown expressed concern with last year's event, when flagger force blocked traffic. Chief Hettinger stated that he has spoken with the organizers and he was assured that it will not happen again. The Committee had no objections. Police Chief Hettinger will send them a letter.

2022 MEMORIAL DAY PARADE: Police Chief Hettinger reported he received a letter dated March 25, 2022, from the Hanover Allied Veterans Council requesting permission to hold their annual Memorial Day Parade on Monday, May 30, 2022. The parade will start at 8:30 a.m. Manager Rodgers reported there will be a car provided for the Commissioners if they plan to ride in the parade. Commissions Berlingo, Brown, Elksnis and Heiland all expressed their interest to participate.

WALK FOR WATER: Police Chief Hettinger reported he was contacted by a representative from the Water Mission organization regarding the Central PA Walk for Water fundraiser. The walk will be held Saturday, April 30, 2022, starting at 9 a.m. The walk will begin at Moul Park, continue through the Hanover Trolley Trail and back. The route will cross Wilson Avenue, Barnhart Drive, and the Trolley Trail crossings. Cones will be placed in the center of the street to alert of crossings, but there will be no road closures. The Committee had no objections. Police Chief Hettinger will send them a letter.

YORK COUNTY QRT TRYOUTS: Police Chief Hettinger reported that QRT (SWAT) team for York County annually conducts tryouts for the team. The department currently has one participant and another officer is interested in trying out. Chief Hettinger reported they have had two officers on the team in the past and they are aware that the job with the Township comes first. The Committee had no issues.

HANOVER/PENN DRUG INVESTIGATION COOPERATION: Police Chief Hettinger reported he received correspondence from Chief Martin of the Borough of Hanover Police department. He asked if the Township would be interested into entering into a formal agreement to work together for drug enforcement case work. The York County Drug task force members have decreased, and most of their efforts surround York City. Chief Hettinger stated that he does not have an issue with working together, as they have in the past according to the Mutual Aid agreement. Chief Martin forwarded a more formalized agreement, which was passed on to Manager Rodgers and the solicitor. He has no issues working together, but was not sure if the agreement is in the Township's best interest. Chairman Elksnis asked if this would interfere with their Township duties. Chief Hettinger stated that this is part-time and would not. The Committee recommended waiting for the solicitor's advisement.

REVIEW OF FIRE COMMISSION MEETING: Fire Chief Clouser reported the Fire Commission Finance and Personnel Committee is in the process of an audit. The auditors have asked for more information regarding the emergency medical services. The Committee had requested Chief Clouser's pension information from the Borough of Hanover, and the information has been passed to Solicitor Iannacone. Chief Clouser reported that the Volunteer Fire Department receives relief money from the Commonwealth. This year the Volunteer department has donated funds from that relief money to help dispose of approximately one thousand gallons of Class B foam that has been traced to cause health issues. They have also donated funds for the replacement of this foam. Chief Clouser stated the department is very fortunate for the donations. Commissioner Brown stated that the volunteers often step up to help without much

recognition. Chief Clouser stated their efforts are very much appreciated. Chief Clouser reported on Friday is the Memorial Service for Chief Cromer, the service will begin at 1 p.m. at the Clover Lane station. The service is open to the public, and in respecting Chief Cromer's wishes; afterwards there will be a party at S.A.V.E.S. There will be coverage provided for the Fire Commission staff so they are able to attend.

EMA UPDATE: The Committee reviewed Emergency Management Coordinator Waltman's March report.

OTHER MATTERS: Commissioner Brown reported that the Township has begun negotiations with the Patrolman's union. He has concerns with the consortium and how the Township recruits police officers. The officers have stated that the Township could get a higher quality of officer if we excluded the consortium and recruited ourselves. Chief Hettinger stated that when we went into the consortium about ten years ago, they would receive six to eight hundred applicants at a time, recently there were about eighty, for eleven departments. Chief Hettinger stated that we could remain with the consortium, but the Township has the option to test a candidate. The Committee agreed this is something to look into in the future.

CITIZEN'S QUESTIONS TO COMMITTEE REGARDING DISCUSSION ITEMS: Mr. Gerald Funk, GHI, 213 Carlisle Street, told Police Chief Hettinger that he highly recommends Doceo, and he will be very happy with their service.

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

Respectfully submitted,

Donna M. Sweeney,
Township Secretary

MINUTES
PUBLIC SAFETY COMMITTEE
MAY 2, 2022

The Penn Township Public Safety Committee convened on Monday, May 2, 2022, at 7:00 p.m. Present were Chairman Elksnis and Commissioners Allison, Berlingo, Brown, and Heiland. Also present were Township Manager Rodgers, Police Lieutenant Merwede, Fire Chief Clouser, Township Engineer Bortner, Zoning Officer Smith, and Township Secretary Sweeney. The following items were discussed:

ANNOUNCEMENTS: Chairman Elksnis announced that there was an executive session held following the April 18, 2022, Penn Township Board of Commissioners Meeting to discuss personnel and legal issues.

APPROVAL OF THE MINUTES: The minutes of the April 4, 2022, Public Safety Committee meeting were approved as submitted.

CITIZEN'S COMMENTS: Mr. Asher Langenfeld, 45 S. Center Street was in attendance to express concern of driver speed and enforcement on S. Center Street. Lieutenant Merwede stated that he could direct his officers to do some observations, and place speeding strips in the area.

DISCUSS BRAKE RETARDER RESTRICTIONS: Commissioner Heiland reported that the Borough of Hanover just passed brake retarder restrictions, and asked the Committee if this is something that should be revisited within the Township. Commissioner Heiland asked if it was tied to state routes. Commissioner Brown stated that PennDOT has a four percent grade requirement, and the two problem areas are Grandview Road and Blooming Grove Road, and PennDOT stated that we cannot restrict those because they exceed the four percent.

REVIEW OF FIRE COMMISSION MEETING: Fire Chief Clouser reported the Fire Commission meeting went well. He stated that two Emergency Medical Service employees were presented an award from the Pennsylvania Department of Health for life saving treatment of a patient that was in cardiac arrest. At the next Commission meeting there will be another award presentation for eight people from Fire and EMS. On May 9, 2022, the Finance and Personnel Committee will be conducting interviews for the Business Manager position.

Chief Clouser also reported on the tent that is located at a business on the 900 block of Baltimore Street. After an inspection was completed with the Building Code Inspector and the Zoning Officer, the tent was found to be out of compliance. The Zoning Officer has issued letters of violation and Chief Clouser has sent a certified letter informing the property owner has ten days to remove the tent.

EMA UPDATE: Emergency Management Coordinator Waltman reviewed his April report. EMA Waltman also reported that COVID cases are on the rise throughout the country, but stable locally.

OTHER MATTERS: There were none.

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

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

Respectfully submitted,

Donna M. Sweeney,
Township Secretary

MINUTES
PUBLIC SAFETY COMMITTEE
JUNE 6, 2022

The Penn Township Public Safety Committee convened on Monday, June 6, 2022, at 7:00 p.m. Present were Chairman Elksnis and Commissioners Berlingo, Brown, and Heiland. Also present were Township Manager Rodgers, Police Chief Hettinger, Fire Chief Clouser, Township Engineer Bortner, Zoning Officer Smith, and Township Secretary Sweeney. Commissioner Allison was absent with notice. The following items were discussed:

ANNOUNCEMENTS: Chairman Elksnis announced that there was an executive session held following the May 16, 2022, Penn Township Board of Commissioners Meeting to discuss personnel and legal issues. He also announced there would be an executive session this evening following the Public Works Committee meeting.

APPROVAL OF THE MINUTES: The minutes of the May 2, 2022, Public Safety Committee meeting were approved as submitted.

CITIZEN'S COMMENTS: There were none.

AUDIO/VIDEO ACT 22 FEE: Police Chief Hettinger reported the current fee schedule does not include a fee for audio/video requests made to the Police Department. He explained that Act 22 permits law enforcement agencies to charge a fee to provide a copy of an audio recording or video recording. There are certain criteria that must be met for such requests. He stated that the Pennsylvania State Police charge a \$100 fee, and suggested that Penn Township should do the same to help offset time and materials. Manager Rodgers stated the fee can be amended by resolution. The Committee recommended approving the request.

HANOVER ATHLETIC BOOSTER 5K RACE: The Committee received a request dated May 9, 2022, from the Hanover Athletic Booster Club requesting to hold its annual Hawk Hustle 5K Race on Saturday, November 12, 2022. Chief Hettinger reported the race will cover the same route as the previous twelve years, and they are not requesting any road closures. The Committee had no issues with the request and requested Chief Hettinger to send them a letter.

ACTIVE INCIDENT PREPAREDNESS: Chairman Elksnis stated that in light of the recent school shootings throughout the Country, he asked Chief Hettinger to update the Committee on the active incident preparedness of the Police Department. Chief Hettinger reported that all officers are trained for active shooter with updated training throughout the year, and are familiar with the layouts of the Township's schools. He added the department has access to the county wide Special Weapons & Tactics Team as well as mutual aid agreements with the surrounding agencies.

REVIEW OF FIRE COMMISSION MEETING: Fire Chief Clousher reported the Finance Committee discussed charging for recoupable materials and costs. Chief Clousher stated that he looked into several companies that provide this billing service and it was recommended to him that both Penn Township and Borough of Hanover pass a resolution authorizing the Commission to seek the reimbursement. Chief Clousher added that they are ready to move forward with the Business Manager position, and this will be discussed further prior to the next Fire Commission meeting.

EMA UPDATE: Emergency Management Coordinator Waltman reviewed his May report.

OTHER MATTERS: Chief Hettinger reported that he received notice that the traffic signal maintenance company will begin to charge a \$10 per truck, per hour, fuel surcharge.

Fire Chief Clousher stated with the resignation of Captain Miller, he requested authorization to start the hiring process for replacement. He also requested permission to have the Civil Service Commission offer an eligibility list of candidates to fill the position of Captain. The Committee recommended approving the requests.

CITIZEN'S QUESTIONS TO COMMITTEE REGARDING DISCUSSION ITEMS: Mr. Michael Cole, 5150 Grandview Road was in attendance. Mr. Cole stated that he had been parking his truck in front of his house, partially in the front yard to avoid having his mirror broken off due to the oncoming traffic. He has been receiving notices of violation for doing so. He requested the Committee's permission to dig the space out and place millings to create a space to park. Zoning Officer Smith stated that it is not permitted to use millings to create a parking area and Engineer Bortner added that the area is Township right of way. Chairman Heiland suggested Mr. Cole work with Zoning Officer Smith for a solution.

The meeting was adjourned at 7:32 p.m.

Respectfully submitted,

Donna M. Sweeney,
Township Secretary

MINUTES
PUBLIC SAFETY COMMITTEE
JULY 5, 2022

The Penn Township Public Safety Committee convened on Tuesday, July 5 2022, at 7:00 p.m. Present were Chairman Elksnis and Commissioners Allison, Berlingo, Brown, and Heiland. Also present were Township Manager Rodgers, Police Chief Hettinger, Fire Chief Clouser, Township Engineer Bortner, Zoning Officer Smith, WWTP Superintendent Mahone and Township Secretary Sweeney. The following items were discussed:

ANNOUNCEMENTS: Chairman Elksnis announced that there was an executive session held following the June 20, 2022, Penn Township Board of Commissioners Meeting to discuss personnel and legal issues. He also announced there would be an executive session this evening following the Health and Sanitation Committee meeting.

APPROVAL OF THE MINUTES: The minutes of the June 6, 2022, Public Safety Committee meeting were approved as submitted.

CITIZEN'S COMMENTS: There were none.

HANOVER HOMECOMING PARADE REQUEST: The Committee received a letter dated June 1, 2022, from Hanover High School requesting permission to conduct their annual Hanover Homecoming Parade on Friday, September 23, 2022. The Committee recommend approving the request.

POLICE STATION VIDEO RECORDING SYSTEM: Police Chief Hettinger reported that the current Video Recording System went bad about a year ago, and this system runs on Microsoft Vista which is outdated. The IT professional was able to apply a temporary fix on the system. He reported there is a vendor coming in to present quotes to update the system. This will be separate systems, one covering the Police Station, and the other for the Municipal Side.

REVIEW OF FIRE COMMISSION MEETING: Fire Chief Clouser reported the Fire Commission Meeting went smoothly. The Commission has hired Mr. Jerry Polland as the Business Manager, he will be starting on July 25, and will have an office at the Clover Lane Station. He reported that the Commission Finance Committee is finalizing the Chief and Executive Secretary position to be employed under the Commission and no longer the Borough of Hanover. Chief Clouser also reported that the annual Independence Day fireworks went off without incident.

EMA UPDATE: Emergency Management Coordinator Waltman reviewed his June report.

OTHER MATTERS: There were none.

CITIZEN'S QUESTIONS TO COMMITTEE REGARDING DISCUSSION ITEMS: Mr. Daniel Owens, 4420 Grandview Road was in attendance. Mr. Owens questioned Fire Chief Clouser regarding the issue of charging for recoupable materials and costs.

The meeting was adjourned at 7:12 p.m.

Respectfully submitted,

Donna M. Sweeney,
Township Secretary

MINUTES
PUBLIC SAFETY COMMITTEE
AUGUST 1, 2022

The Penn Township Public Safety Committee convened on Monday, August 1, 2022, at 7:00 p.m. Present were Chairman Elksnis and Commissioners Allison, Berlingo, and Heiland. Also present were Township Manager Rodgers, Police Chief Hettinger, Fire Chief Clouser, Township Engineer Bortner, Zoning Officer Smith, WWTP Superintendent Mahone and Township Secretary Sweeney. Commissioner Brown joined the meeting at 7:17pm via cell phone. The following items were discussed:

ANNOUNCEMENTS: Chairman Elksnis announced that there was an executive session held following the July 18, 2022, Penn Township Board of Commissioners Meeting to discuss personnel and legal issues. Commissioner Heiland announced that there was an executive session held on July 26, 2022 to discuss personnel issues.

APPROVAL OF THE MINUTES: The minutes of the July 5, 2022, Public Safety Committee meeting were approved as submitted.

CITIZEN'S COMMENTS: There were none.

YORK STREET AND CENTER STREET INTERSECTION: Police Chief Hettinger reported he received notice from PennDOT of a complaint from a citizen that when traveling westbound on York Street it is difficult to make a left turn onto South Center Street due to the amount of traffic. The citizen is requesting a left turning signal be posted at the intersection. Chief Hettinger reached out to our traffic signal company and received an estimate of approximately \$2,100, plus additional costs for the traffic studies involved. Chief Hettinger stated that he believes the traffic back-up is only in the evening during rush hour. He was informed by the traffic signal company that we may not meet the requirements for this light but could move forward with the traffic studies if the Township requests to do so. Manager Rodgers stated that there should have been a traffic study completed prior to when the Brookside development was constructed. The Committee will take this under advisement.

Police Chief Hettinger reported that when the traffic signal at the intersection of Center and York Street was installed, Center Street was designated "No Truck Traffic", and York Street was posted correctly in both directions. South Center Street was dedicated a Township Road and trucks have been moving throughout the neighborhoods and travel up South Center Street where there are no signs posted. Chief Hettinger contacted PennDOT asking what can be done and the Township is cleared to post the signs on South Center Street as well. Manager Rodgers stated this will need to be done by resolution. The Committee recommended adopting the resolution.

Police Chief Hettinger reported that the new phone system installation went well, however there are five outlets that need to be wired. He received a quote of \$1,270 from a local company in York.

Police Chief Hettinger reported that he had forwarded the quotes to update the security system cameras. He would like to move forward with this project. The Committee agreed that the project should move forward beginning with the Police Department.

REVIEW OF FIRE COMMISSION MEETING: Fire Chief Clouser reported he was unable to attend the Fire Commission Meeting therefore, he highlighted the meeting minutes. Chief Clouser reported that the Captain's test will be on September 19th, there are approximately eight candidates. He reported on the firefighter positions, the Police department has completed the first three background checks, and are finishing up the remaining two. He will be presenting a list of candidates to choose from in the near future.

EMA UPDATE: Emergency Management Coordinator Waltman reviewed his July report. He also reported on a hazardous waste incident during the Snack Town Street Fair that occurred in Hanover Borough. When the rain began, the spill ran down a storm drain emptying into Oil Creek. He reported the rain diluted the spill and when the creek was checked, it appeared to be fine. Coordinator Waltman stated that on September 28, Cybersecurity & Infrastructure is hosting a two-hour webinar on the lack of shooter preparedness, he can provide information to those interested.

OTHER MATTERS: Chairman Elksnis announced that tomorrow evening is National Night Out from 6-9 pm, at the Pet Smart parking lot, inviting everyone to attend.

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

The meeting was adjourned at 7:21 p.m.

Respectfully submitted,

Donna M. Sweeney,
Township Secretary

MINUTES
PUBLIC SAFETY COMMITTEE
SEPTEMBER 6, 2022

The Penn Township Public Safety Committee convened on Tuesday, September 6, 2022, at 7:04 p.m. Present were Chairman Elksnis and Commissioners Allison, Berlingo, Brown and Heiland. Also present were Township Manager Rodgers, Police Chief Hettinger, Fire Chief Clouser, Township Engineer Bortner, Zoning Officer Smith, WWTP Superintendent Lank and Township Secretary Sweeney. The following items were discussed:

ANNOUNCEMENTS: There were none.

APPROVAL OF THE MINUTES: The minutes of the August 1, 2022, Public Safety Committee meeting were approved as submitted.

CITIZEN'S COMMENTS: There were none.

HANOVER HALLOWEEN PARADE: Police Chief Hettinger reported he received a letter from the Hanover Area Jaycees dated August 4, 2022, requesting to hold the annual Halloween parade on Thursday, October 27, 2022. He reported the request is the same as in past years. The Committee recommended approving the request.

TRICK-OR-TREAT NIGHT: Police Chief Hettinger asked the Committee if they would like to set the annual Trick-or-Treat night for Tuesday, October 25, 2022, from 6 p.m. to 8 p.m. The Committee recommended approving the date.

2023 SPCA CONTRACT: Manager Rodgers reported that she received the annual contract for the SPCA, dated August 31, 2022. She stated that not much has changed in the contract, the annual fee of \$8,040.18, is based on the 2020 Census. The Committee recommended approving the agreement.

FIREFIGHTER HIRING PROCESS: Fire Chief Clouser reported that he has made two conditional offers, one candidate has already attended the academy and will be taking his psychological assessment tomorrow, if he passes, he could be ready to start this Monday. The other candidate has a conditional offer elsewhere, which is his first choice, and should find out within the next few days. Chief Clouser reported that he has another candidate and while time will be tight, he should be able to complete his polygraph, psychological and medical and be enrolled at the academy at HACC on the 20th. The Committee recommended putting a deadline on the second candidate's decision to enable time if needed for the next candidate.

SIDEWALK ISSUE AT CLOVER LANE STATION: Fire Chief Clouser reported last year he had discussed the installation for the sidewalk at the Clover Lane Fire Station. It is in the 2022 budget, and was bid by Conewago Enterprises in three different installments. He is looking for direction from the Committee if any sidewalk should be

installed this year. He stated that the estimate was approximately \$21,000 for all three sections. The Committee would like further discussion as they believed it was the responsibility of the Fire Commission.

REVIEW OF FIRE COMMISSION MEETING: Fire Chief Clouser reported the meeting went well as scheduled. Chief Clouser stated that he attended the Borough of Hanover's Public Safety meeting, which is not attended by all of the council members. At that meeting he asked if he could also attend the Borough's Finance meeting which has more council member attendance. The Borough had commissioned a study of the Commission, and will review this study. By attending this meeting, he can provide information about the Fire Commission to more of the council members. Commissioner Elksnis stated that he believes this is a great idea.

Chief Clouser also reported that he was contacted by Lowe's regarding a community project. He stated that Lowe's corporate does a community project annually, and in previous years they have traveled a distance, and would like to complete a project locally this year. Chief Clouser asked the Committee to compile a list of ideas, and he will forward to his contact at Lowe's.

EMA UPDATE: Emergency Management Coordinator Waltman reviewed his August report. Mr. Waltman added that he is working on a debris management plan, and is also continuing work on trying to bolster the barricades for events such as the parades held in Hanover.

OTHER MATTERS: There were none.

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

The meeting was adjourned at 7:24 p.m.

Respectfully submitted,

Donna M. Sweeney,
Township Secretary

MINUTES
PUBLIC SAFETY COMMITTEE
OCTOBER 3, 2022

The Penn Township Public Safety Committee convened on Monday, October 3, 2022, at 7:00 p.m. Present were Chairman Elksnis and Commissioners Berlingo, Brown and Heiland. Also present were Township Manager Rodgers, Police Chief Hettinger, Fire Chief Clouser, Township Engineer Bortner, Zoning Officer Smith, and Township Secretary Sweeney. Commissioner Allison was absent with notice. The following items were discussed:

ANNOUNCEMENTS: Chairman Elksnis announced there was an executive session held following the September 19, 2022, Board of Commissioners Meeting to discuss personnel and legal issues.

APPROVAL OF THE MINUTES: The minutes of the September 6, 2022, Public Safety Committee meeting were approved as submitted.

CITIZEN'S COMMENTS: There were none.

2023 POLICE BUDGET: Police Chief Hettinger presented an overview of the 2023 police budget. The total proposed expenses for police protection are \$5,274,181. For police protection Chief Hettinger added the expenses for HACC Police Academy, FBINAA Leadership Training, Cellebrite training and certification. He reported increases in insurances, utilities, YEC Data terminal fee, and AED yearly calibration. There is an addition for a laptop for the detectives, and cell connection for two speed signs. The Taser CERT program, year 1 of 5, will be an additional \$7,100, this will provide ten new taser 70s to replace the older systems. He reported under headquarter expenses, that if the department decides to transition to the Cody Pathfinder program, there is a one-time fee of \$7,150. For Capital Outlay, he requested funds for the WatchGuard redactive software/warranty, new carpeted mats, a server closet door, typewriter, and an FOB reader walk in gate. For vehicle expenses, he reported increases of insurance, and vehicle maintenance. He included expenses to replace six portable radios, purchase two marked SUV style police cruisers plus the equipment to outfit one vehicle. One of the vehicles to be replaced is car 15, the first pick up truck that was purchased. Chief Hettinger stated he would like to take this vehicle as a replacement for the detective's vehicle, then eliminate the cost for repair to the current vehicle.

2023 FIRE BUDGET: Fire Chief Clouser reported there are two proposed options for the fire budget. First is a budget without moving the firefighters to the Fire Commission, this option totals \$835,000, per municipality, which includes a \$16,017 deficit. Expenses include the repair of the black top at the rear of station no. 3, he reported he is trying to obtain a grant to sealcoat station no. 2, and expenses for the replacement for three-inch and five-inch hose. Under Capital expenses, they are looking to retesting one and replacing one of the MICU vehicles. The 2004 sump & pumper needs to be replaced in 2024, there is currently a 1-2-year lead on orders. He is proposing to replace the Chief's

vehicle and move this vehicle to the medic unit, and replace the utility truck at station 3. Chief Clouser added that he included hydrant rental, repair and maintenance in the budget. The budget with moving the firefighters to the Fire Commission and including the expenses would be about 8.4 million. With grants and other revenue this is reduced to 7.1 million, which would be about 3.7 million per municipality.

PCCD GRANT: Police Chief Hettinger reported PCCD stands for Pennsylvania Commission on Crime and Delinquency, and they offer a grant for local law enforcement. He is looking at three areas for the grant funding; Retention and sign on for each officer, replace the in-car cameras, along with ten body cameras, and upgrade the video system at the police and administration building with inside and outside cameras, totaling \$142,000. This is a competitive grant, and funds would have to be spent out of the Township funds then would be reimbursed. The Township would be notified if we would be receiving the grant funds prior to purchasing, and if the grant is not received, he would not pursue the items at this time.

REVIEW OF FIRE COMMISSION MEETING: Fire Chief Clouser reported that the Fire Commission budget is running about ten percent above projected revenue and about two percent below for expenses. They presented a preliminary review of the proposed budget for the finance and personnel committees. He stated that they are anticipating about a 13.7% increase for insurance for the Fire Chief and Executive Secretary. The business manager is currently shopping for insurance rates. EMS responded to 452 calls, 196 in Penn Township for the month of September. Crews are missing approximately 25-30 calls for service per month due to volume and availability. They are still following COVID protocols. There was discussion with Solicitors Hovis and Iannacone on how the Fire Commission should operate. They were in agreement that the Fire Commission should be in charge, and the process of moving the employees under the Commission should begin.

Chief Clouser reported that the written Captain's exam took place, and the oral exam will be conducted on Monday, October 10, 2022.

EMA UPDATE: Emergency Management Coordinator Waltman reviewed his September report.

OTHER MATTERS: Commissioner Heiland thanked the police and fire departments for their work on the Community Park Creative Playground grand opening held on September 24, 2022.

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

The meeting was adjourned at 7:50 p.m.

Respectfully submitted,
Donna M. Sweeney, Township Secretary

MINUTES
PUBLIC SAFETY COMMITTEE
NOVEMBER 7, 2022

The Penn Township Public Safety Committee convened on Monday, November 7, 2022, at 7:00 p.m. Present were Chairman Elksnis and Commissioners Allison, Berlingo, and Brown. Also present were Township Manager Rodgers, Police Chief Hettinger, Fire Chief Clouser, Township Engineer Bortner, Zoning Officer Smith, and Township Secretary Sweeney. Commissioner Heiland was absent with notice. The following items were discussed:

ANNOUNCEMENTS: Chairman Elksnis announced there was an executive session held following the November 1, 2022, Health and Sanitation Committee Meeting to discuss personnel and legal issues.

APPROVAL OF THE MINUTES: The minutes of the October 3, 2022, Public Safety Committee meeting were approved as submitted.

CITIZEN'S COMMENTS: There were none.

2023 KLUGH ANIMAL CONTROL AGREEMENT: Police Chief Hettinger reported he received the 2023 Klugh Animal Control Agreement. He stated that the contract offers the same service as in the past, however there are some price changes that include for evening, Wednesday, and Sunday calls, return to owner fee and for mileage. Chief Hettinger stated that they have been happy with the service and the past. The Committee recommended approving the agreement.

SOUTH WESTERN SCHOOL DISTRICT VIDEO MOU: Police Chief Hettinger reported that the school has video monitoring equipment and the ability to view that equipment remotely. He stated that he has received a Memorandum of Understanding from South Western School District and the township solicitor has reviewed the document and suggested a few revisions. He is currently waiting for the School District's approval. The Committee recommended approving the agreement.

REVIEW OF FIRE COMMISSION MEETING: Fire Chief Clouser reported at the last Fire Commission Meeting there was discussion of the importance of keeping the hiring list up to date, the Commission was presented with an EMS standby agreement, and the Commission is in the process of looking at billing for consumables to recoup the costs. Chief Clouser also reported that they are currently using the 2015 International Fire Code. He reported the state is using the 2018 Building and UCC Code and was going to recommend an ordinance to adopt the 2018 International Fire Code, which also includes information regarding food trucks, however he has just received word that the state is looking to adopt the 2021 Building and UCC Code. He would like additional time to verify the information prior to taking any action. Manager Rodgers stated that she thought it was stated in the current ordinance that it would automatically move to the new codes. Chief Clouser stated that he believes it does but thinks it only applies to

the UCC Code. She asked if that was something that he would like to be included in the next ordinance. Chief Clouser stated that would be good to include.

EMA UPDATE: Emergency Management Coordinator Waltman reviewed his October report. He also reported that the Halloween Parade was executed successfully. He stated that going forward he would like to be included in the permitting process for special events to be able to place emergency plans in place. He also reported that there will be a demonstration of temporary barrier structures on December 7, at 10 a.m. at the Clover Lane Fire Station. He also reported that two local churches have approached him to be considered as temporary shelters for emergencies, and one church is working on putting together comfort packages.

OTHER MATTERS: Chairman Elksnis reported that the Fire Commission has approval to keep the firefighter hiring list up to date. He also asked Fire Chief Clouser to provide an update to the Committee on the repairs for the 2015 hook and ladder truck. Chief Clouser reported the aerial ladder was drifting, and there was some damage to the basket. While being repaired it was discovered that several other repairs were necessary, the cost of repairs escalated quickly from \$10,000 to about \$30,000.

Commissioner Brown reported there is an issue of a vehicle parking in front of a fire hydrant on Overlook Drive. The township does not own the road; therefore, the police cannot enforce the no parking. Fire Chief Clouser will investigate the situation.

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

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

Respectfully submitted,

Donna M. Sweeney,
Township Secretary

MINUTES
PUBLIC SAFETY COMMITTEE
DECEMBER 5, 2022

The Penn Township Public Safety Committee convened on Monday, December 5, 2022, at 7:00 p.m. Present were Chairman Elksnis and Commissioners Allison, Berlingo, Brown 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 Elksnis announced there was an executive session held following the November 21, 2022, Board of Commissioners Meeting to discuss personnel and legal issues with the solicitor. He also announced there will be an executive session held this evening following the Public Works Committee meeting.

APPROVAL OF THE MINUTES: The minutes of the November 7, 2022, Public Safety Committee meeting were approved as submitted.

CITIZEN'S COMMENTS: There were none.

DISCUSS AMENDING ORDINANCE 590 (SKATEBOARDS/ROLLERBLADES): Police Chief Hettinger reported that currently the ordinance addresses use of skateboards and rollerblades in the Township. An issue in the past few years is that many other devices have come about that don't fall under the ordinance. He reported that one of his officers had asked if the ordinance can be amended to include electrically assisted pedestrian transporters, such as electrically powered scooters, skateboards, seg-ways, unicycles, hoverboards, roller skates, and similar devices. The proposed amendment was sent to the solicitor for review. This does not include e-bikes, which are covered under the state. The committee discussed the ordinance is twenty years old, and if amended the ordinance needs to be very specific. Manager Rodgers stated that she can prepare the ordinance and forward it to the solicitor. Fire Chief Clouser stated that in the past ten years he has had one incident that he can recall.

DISCUSS TOWING ORDINANCE: Police Chief Hettinger reported he has drafted a new policy. Currently if a vehicle needs to be towed from the roadway, the tower is left up to the vehicle owner, if they don't have a choice of preference, they use the closest available. He would like to enact a rotating list of approved units. He stated that he would need an ordinance enacted by the Township. The approved units would need to meet certain criteria. He will have the proposed ordinance available for the January meeting for the Committee's review.

REVIEW OF FIRE COMMISSION MEETING: Chairman Elksnis took this time to introduce and congratulate Captain Joseph Wysocki, who was appointed at the last Fire Commission Meeting. Fire Chief Clouser reported Captain Wysocki took over his duties the day of the Fire Commission Meeting during C Shift. He reported that the board approved the final draft of the benefit package for the Fire Chief and Executive

Assistant. This will take effect on January 1, 2023, when the positions will be moved from Hanover Borough to be employed by the Fire Commission. He reported that the Executive Assistant has resigned, and the Finance Committee has met to discuss plans on how to address the situation. He reported that the Commission will be escorting Santa through the Township this weekend starting at 9:30 a.m., Saturday morning.

EMA UPDATE: Emergency Management Coordinator Waltman reviewed his November report. He reported that a local church is focusing their mission efforts locally. They have prepared care kits for fire displacement. The church is also working on an agreement with a local hotel. Coordinator Waltman will be meeting with Hanover Area Council of Churches. He also reported that he will be working on updating the Emergency Plan.

OTHER MATTERS: There were none.

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

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

Respectfully submitted,

Donna M. Sweeney,
Township Secretary