

PENN TOWNSHIP BOARD OF SUPERVISORS

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Henry A. Holman, Jr., Chairman

Lucinda (CeCe) Novinger, Vice Chairman

Brian Maguire, Supervisor

Minutes of November 16, 2011

The Penn Township Board of Supervisors (PTS) and Duncannon Borough Council met on Wednesday, November 16, 2011 at 7 p.m. in the Municipal Building. On behalf of the Township, Chairman Henry Holman, Jr., Vice-Chairman CeCe Novinger, and Supervisor Brian Maguire were in attendance. Other personnel present were P. Richard Wagner (Solicitor), Helen Klinepeter (Secretary), Police Chief Paul Sheaffer, and Christine Shaffer (Treasurer). On behalf of Duncannon Borough, Borough Chairman Duane Hammaker, Council Members Frank Eppley, Jerry Bell, Bill Corsnitz, John Conrad, Fred Lauster, Jr., Michael Bomberger were in attendance. Also present for the Borough were Secretary Clarrisa Pyle, and Solicitor Susan Smith. Chairman Holman called the meeting to order with the Pledge of Allegiance and a moment of silence. He announced that the meeting was being recorded to aid in the preparation of the minutes. A list of visitors is on file in the Township office.

A Roll Call was performed to introduce the members of the Borough Council and Township Board of Supervisors.

INTRODUCTION

Council President Duane Hammaker began with an introduction and history behind the proposed Police Contract that was to be discussed. Borough Council Members Frank Eppley, Bill Corsnitz, Michael Bomberger, Chairman Holman, and Police Chief Sheaffer represented their municipalities to construct a workable contract to provide Duncannon Borough with police coverage at a reasonable cost., and with no additional expense to the Township. Mr. Eppley stated that in 2009, the Borough conducted a study to explore alternatives to an in-house police department for providing coverage in a cost-efficient manner. As a condition to the returning of Officer Bruno to police duties, the Borough began to explore a mutual aid agreement with other municipalities. After several meetings the concept of a 1-year contract to cover 84 hours and 2 shifts began to take shape.

Chairman Holman stated that the majority of the planning work has been done by the Borough, with the Township reviewing and amending the contract as it has taken shape. One of the conditions that has been included was to have quarterly reviews.

PUBLIC COMMENT

Chairman Holman then opened the meeting to public comment about the proposed contract. He requested that anyone wishing to speak state their name and have signed in on either the Borough sign-in sheet or the Township sign-in sheet. There were no names on the Borough sheet.

Kevin Bissonette, President, Duncannon Fire Company

Mr. Bissonette, a Borough resident, stated that this contract was needed. Vandalism to both the Fire Company's property and many personal residences was a clear demonstration of that need, and supported the endeavor.

Gene Hollenbaugh

Mr. Hollenbaugh's first question regarded some language in the contract that he felt could be corrected to be more clear. Specifically, he was concerned with the use of the terms "president" versus "Chairman" in reference to the Township. He was informed that this was correctable.

His next comment was about the due date for payments by the Borough to the Township, as it was not stated in the contract. President Hammaker stated that the beginning of the quarter was

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discussed. He then asked about the Township police being able to make use of Borough facilities for police work, and was told that there are no police facilities in the Borough, as that building no longer exists. Questions about a hold harmless clause, the names on the sides of the car that the Borough is transferring to the Township, 90 day review, and feasibility of grants were also answered by the Township and Borough solicitors and President Hammaker.

Lee Wright

Mr. Wright asked about the costs versus percentage of time used to provide coverage for each municipality. President Hammaker and Chairman Holman both replied, and it was explained that the main idea of contracting the Township's police department was that they already have to go through the Borough, so to add that area to their patrols makes sense. Mr. Wright then asked about section 2.G., which discussed the department's Standard Operating Procedure. He wanted to know how much of this the Borough was going to see or had already seen. President Hammaker and Chairman Holman both stated that there was a 45 day period prior to the contract taking effect to go over these fine points, and the parts of this Standard Operating Procedure that they are concerned with will be discussed with the Borough's police committee.

Bryon Warner, Duncannon Fire Company Chief

Mr. Warner gave his support for the proposed contract, stating that on many instances the Fire Company has had to wait for the Pennsylvania State Police to assist them on a call, and could get a timelier response from the Township Police. He also addressed the previous grant question from Mr. Hollenbaugh, stating that each grant has unique requirements that need to be addressed, and it would be impossible to anticipate and write in conditions for every possible scenario. The 90-day review would allow for any issue to be dealt with as it arises.

Bob Johnson

Mr. Johnson told the Borough Council how pleased he was with how cohesive they were with their actions on this issue. He asked about how much of the 84 coverage hours that they would pay for included administrative duties, and was told that court and paperwork time associated with specific incidents are part of that time. Mr. Johnson then asked about the fines that are incurred within the Borough, and was told that those fines are disbursed to the Borough.

John Gerner

Mr. Gerner asked about section 2a, hours per year, and stated that these calculations needed to be checked, as they may be 4 hours short. ($24 \times 7 = 168 \times 52 = 8736$ vs. $365 \times 24 = 8760$) The contract also didn't allow for a leap year. President Hammaker then stated that the copies that have been handed out previously were drafts and subject to change. The wage increase from \$14.28 to \$16.50 was commented on by Chairman Holman as a means to ensure quality officers and good retention. Mr. Gerner then asked if there was a willingness by the Borough to absorb any increases in the costs, and was told that these issues were part of what would be handled with the reviews, and as part of the reworking of the contract when it would come up for renewal at the end of the one year period.

Lee Wright

Mr. Wright asked if a committee would be appointed to handle the quarterly review, and if those reviews would be open to the public. President Hammaker replied that yes the review would be handled by committee, and opening those reviews would depend on the issues to be discussed.

Bob Johnson

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Mr. Johnson asked about the police report being published in the paper, and was told that these reports are sent to The Duncannon Record, and Ms. Lisa Dorman, reporter for the Record was asked to find out why the last report was missing from the paper..

ACTION

Hearing no further comments from the visitors, President Hammaker asked the Council if they would like to make any further comments. Mr. Bomberger stated that the council had belabored the issue long enough, and has reached a willingness to commit to the proposed contract. Also, any minor typographical issues can be addressed quickly. Mr. Corsnitz added that this is one community, and this would allow both municipalities a chance to work together for mutual benefit. Following those comments, a motion was put forth by Mr. Conrad and seconded by Mr. Corsnitz to accept the contract. Mr. Bomberger asked that the language questioned earlier in the evening be clarified, the number of part-time officers stated in section 2.A.ii be changed from five to four, and the payment due date clarified to be made at the beginning of each quarter. Secretary Clarissa called roll to record each member's vote with the results as follows:

Mr. Bomberger-yes

Mr. Lauster-yes

Mr. Conrad-yes

Mr. Corsnitz-yes

Mr. Bell-yes

Mr. Eppley-yes

Chairman Holman then stated that as agreed upon in the October PTS meeting, the Board would hold an additional meeting on November 30, 2011 at 6 pm for any additional public input, and take action at the 7 pm PTS meeting. As the adoption of the proposed contract could directly affect the budget, the Board needs to take action on that date to allow for the advertising of the 2012 proposed budget. He then asked the solicitors for their comments. Solicitor Wagner said no, and that he had noted the editorial changes that needed to be made, and those would be completed in time for the November PTS meeting. As much of the work had to be done by the Borough, they had more time to provide input. Solicitor Smith added that after the independent report that had been provided to the Borough, this was the best alternative that had been presented, and a long open process had brought the contract to this point. By law the Borough was required to adopt this contract by ordinance, whereas the Township only has to approve it.

Chairman Holman then thanked the Borough Council for their attendance and input, and then thanked the visitors for their feedback. As stated before, the Township will hold a second public meeting about the proposed contract on November 30, 2011 at 6 p.m., and then take action at the 7 pm PTS meeting.

ADJOURNMENT

With no further business to be conducted, and upon approval of a Holman/Novinger motion, and upon approval of a Bomberger/Corsnitz motion the PTS and Duncannon Borough Council both voted unanimously to adjourn at 8:25 p.m.

Respectfully Submitted,

Christine Shaffer, Recording Secretary