

MINUTES
PUBLIC SAFETY COMMITTEE
OCTOBER 2, 2023

The Penn Township Public Safety Committee convened on Monday, October 2, 2023, at 7:00 p.m. Present were Chairman Elksnis, Commissioners Berlingo, Black, Brown, and Heiland. Also present were Manager Ledley, Police Chief Hettinger, Fire Chief Clouser, Township Engineer Bortner, and Township Secretary Sweeney. Zoning Officer Smith was absent with notice. The following items were discussed:

ANNOUNCEMENTS: Chairman Elksnis announced there was an executive session held following the September 18, 2023, Penn Township Board of Commissioners Meeting to discuss personnel and consult with the solicitor on legal matters. Commissioner Heiland announced that there will be an executive session this evening to discuss personnel matters.

APPROVAL OF THE MINUTES: The minutes of the September 5, 2023, Public Safety Committee meeting were approved as submitted.

JAYCEES ANNUAL HALLOWEEN PARADE: Police Chief Hettinger received a letter dated August 2, 2023, from the Hanover Area Jaycees requesting to hold the annual Halloween Parade on Thursday, October 26, 2023. He reported the request is the same as in past years. Commissioners Berlingo, Elksnis, and Heiland stated they will be in attendance. The Committee recommended approving the request.

2024 POLICE BUDGET PRESENTATION: Police Chief Hettinger presented an overview of the 2024 Police Budget. Chief Hettinger outlined the costs associated with hiring a 25th officer, in addition to the expense of replacing an officer leaving at the year's end. The budget reflects increased allocations for salaries and pensions. Chief Hettinger itemized costs for various purposes, such as taser qualifications, Police Academy training for one officer, Cellebrite Training, a backup generator for the traffic signal system, watchguard annual maintenance fees, Crimewatch, AED calibration and maintenance, IT services for email encryption, Office 365 for all officers, and cellular access for speed signs. Capital expenditures encompass the acquisition of duo PC monitors for the detectives, two new PCs for the clerks, and seven small UPC units to manage power outages. Additionally, the Chief included costs for a mental health professional to support officers as needed. There are anticipated increases in utilities and CODY system expenses. He included costs for archive storage expansion with a budget allocation of \$39,200 for the purchase of rolling files. The proposal includes a new furnace to replace the current 19-year-old one, which, although currently functional, poses a risk of failure at any time. Additional funds will be needed to build a closet around the unit. An expense for a Fuming Hood Filter installation is proposed to protect the detectives with proper filtration during drug inspections. Other planned expenses involve the Municipal Building video security system, the expansion of the Women's locker room, and replacement of the current lockers. While the Men's locker room expansion is not an immediate necessity, it is acknowledged that it will need to be addressed soon. Vehicle-related expenses encompass the police radio maintenance contract,

new mobile radios for two vehicles, replacement of two marked vehicles with computer and graphics installations. The proposal also includes a replacement for the Chief's vehicle, intending to repurpose the current vehicle for use as a court and training vehicle. The 2024 budget reflects a 7.6% increase over the previous year.

REVIEW OF FIRE COMMISSION MEETING: Fire Chief Clouser reported that the Fire Commission Board had voted to present the budget to the two municipalities. He noted that historically, each municipality had contributed \$5,000 to the EMA budget. His understanding was that the initial contribution was \$5,000, with subsequent years reimbursing the amount spent, maintaining a total of \$10,000. He proposes to carry over a set amount each year, maintaining a cap at a \$25,000 reserve carryover. Additionally, they acknowledged two EMS professionals for their exceptional work during a complicated delivery.

FIRE BUDGET PRESENTATION: Fire Chief Clouser presented the 2024 Fire Commission Budget. He is requesting two additional firefighters, which would bring the total for Penn Township to eighteen. The budget includes costs for the fire academy, salaries, and insurance for the additional personnel. Chief Clouser reported that the Township should investigate the cost of workers' compensation insurance, noting that the cost is high compared to the Borough's rates. The expenses for fire hydrant rental and repairs fall under the utilities code, allowing the water department to charge for the rental. As the Township continues to develop, the costs are anticipated to rise. The Fire Commission budget is seeking a 4% increase over the previous year. The expenses encompass a 3% contractual payroll increase for EMS staff and four administrative staff. Notable expenses include the repair of the parking lot at the rear of the Clearview Fire Station, estimated to cost roughly \$55,000 to \$65,000. Additionally, as part of the contract, the Chief is required to have a turnout gear washing machine at all stations. This machine extracts carcinogens and other hazardous chemicals from the turnout gear. Currently, there isn't one at the Clearview Fire Station. Other planned expenses involve the replacement of the 2008 medic unit and the replacement of stair chairs in the two primary EMS units. Commissioner Heiland requested Chief Clouser to send him the breakdown of expenses to hire an additional firefighter. Chairman Elksnis commented that the expense for fire hydrant rental and repairs is exceptionally high. Chief Clouser mentioned that he has submitted a report outlining the necessity for additional firefighters. He also noted that there is a funding grant through FEMA, which, if received, would offset the costs for the firefighter - covering 75% of salary, and training in years 1 and 2, and 35% in year 3."

EMA UPDATE: Emergency Management Coordinator Waltman submitted his September report. He reported that the Emergency Operations Center designated for Penn Township is located at the Clover Lane Fire Station. He reported he coordinated with the YMCA establishing an emergency management plan for the annual RunFest, and they are expecting approximately thirty-five flaggers to be present for the event. He was also contacted regarding a cyber-attack at a large facility in York County and they expressed concern about a potential second attack. COVID levels are currently down. We are still under a drought warning at the County level, and usage of Hanover Borough Water is under voluntary conservation.

OTHER MATTERS: Chairman Elksnis mentioned that they have three volunteers willing to serve on the Fire Review Board and suggested moving forward by contacting the solicitor to officially establish the board.

Fire Chief Clouser reported that Firefighter Ryan Robeson completed his one-year probation on September 13, 2023, and Fire Captain Wysocki will reach one year as Captain on October 17, 2023, and both are performing exceptionally.

Fire Chief Clouser also reported that they continue to research a curriculum for an in-house training source to conduct the CDL training and testing.

Police Chief Hettinger reported that he completed the quarterly report for the law enforcement assistance grant. All the equipment is up and running, all the officers now have body cameras. The payments have been processed and on the way.

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

The meeting was adjourned at 8:12 p.m.

Respectfully submitted,

Donna M. Sweeney,
Township Secretary