

MINUTES  
PUBLIC SAFETY COMMITTEE  
JANUARY 2, 2018

The Penn Township Public Safety Committee convened on Tuesday, January 2, 2018 at 7:20 p.m. following the Board of Commissioners Reorganization meeting. Present were Chairman Brown and Commissioners Felix, Heiland, Klunk, and Van de Castle. Also present were Township Manager Rodgers, Police Chief Laughlin, Fire Chief Clouser, and Township Engineer Bortner. The following items were discussed:

ANNOUNCEMENTS: None.

APPROVAL OF THE MINUTES: The minutes of the December 4, 2017 Public Safety Committee meeting were approved as submitted.

CITIZEN'S COMMENTS: None.

OTHER MATTERS: Commissioner Felix said there is an application to consider for an alternate on the Civil Service Commission. He said Mr. Ernst had been a member previously and was an asset. After discussion the Committee recommended appointing Mr. Ernst as an alternate on the Civil Service Commission.

Commissioner Brown reported there will be a tour of the Fire Station at 204 Clover Lane on Thursday, January 4, 2018 at 1:00 p.m. They discussed how keys for the building will work and be distributed.

Commissioner Brown reported that the Hanover Area Fire & Rescue Commission will not be up and running as of January 1, 2018.

Commissioner Felix reported that there is no longer a qualified candidate for the Police Department patrolmen's position.

CITIZEN'S QUESTIONS TO THE COMMITTEE: None.

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

Respectfully submitted,

Kristina J. Rodgers  
Township Manager

MINUTES  
PUBLIC SAFETY COMMITTEE  
FEBRUARY 5, 2018

The Penn Township Public Safety Committee convened on Monday, February 5, 2018 at 7:00 p.m. Present were Chairman Brown and Commissioners Felix, Heiland, Klunk, and Van de Castle. Also present were Township Manager Rodgers, Police Chief Laughlin, Police Lieutenant Hettinger, Fire Chief Clouser, Township Engineer Bortner, Interim Zoning Officer Garrett, and Township Secretary Hallett. The following items were discussed:

ANNOUNCEMENTS: Commissioner Brown read the announcement of executive session that was held following the Board of Commissioners public meeting on January 15, 2018.

Commissioner Brown announced that an executive session to discuss personnel would be held following the Public Works Committee meeting this evening.

APPROVAL OF THE MINUTES: The minutes of the January 2, 2018 Public Safety Committee meeting were approved as submitted.

CITIZEN'S COMMENTS: Township Manager Rodgers introduced Mr. Robert Smith who will be the Township's new Zoning Officer. His first day will be February 20, 2018.

ANNUAL MEMORIAL DAY PARADE: The Committee received a letter dated January 9, 2018 from the Allied Veterans Council of Hanover requesting to hold their annual Memorial Day Parade on May 28, 2018. Police Chief Laughlin reported that their request is the same as previous years. The Committee recommended approving the request. Commissioner Van de Castle said he would represent the Board of Commissioners in the parade.

YORK COUNTY QUICK RESPONSE TEAM TRAINING: Police Chief Laughlin reported that Patrolman O'Brien has been asked to attend hostage rescue training with the York County Quick Response Team (YCQRT). A per diem for food would need to be paid by the Township, all other expenses for the training will be covered by YCQRT. The date of the training hasn't been determined yet. After discussion the Committee advised Chief Laughlin to reach out to YCQRT and get a date for the training.

HANOVER AREA FIRE & RESCUE COMMISSION UPDATE: Fire Chief Clouser updated the Committee on the Hanover Area Fire & Rescue Commission. The 911 Center began dispatching them as Station 79 on February 1, 2018. Their first dispatch occurred at 1:30 a.m. on February 2, 2018. He reported that things are going well with the commission and they are currently working on getting all their firefighters a 79fire.com email address. Things are moving along and issues are being dealt with as they arise.

POLICE OFFICER HIRING: Police Lieutenant Hettinger reported that the Consortium has scheduled a written test for February 23<sup>rd</sup> and 24<sup>th</sup>. There are presently two hundred twenty-nine registered to take the test and they expect as many as two hundred fifty. The oral boards will be held March 16<sup>th</sup> and 17<sup>th</sup>.

CITIZEN'S QUESTIONS: None.

The meeting was adjourned at 7:14 p.m.

Respectfully submitted,

Angela M. Hallett  
Township Secretary

MINUTES  
PUBLIC SAFETY COMMITTEE  
MARCH 5, 2018

The Penn Township Public Safety Committee convened on Monday, March 5, 2018 at 7:00 p.m. Present were Chairman Brown and Commissioners Felix, Heiland, Klunk, and Van de Castle. Also present were Township Manager Rodgers, Police Chief Laughlin, Police Lieutenant Hettinger, Fire Chief Clousher, Township Engineer Bortner, Assistant to the Engineer Garrett, Zoning Officer Smith, and Township Secretary Hallett. The following items were discussed:

ANNOUNCEMENTS: Commissioner Brown read the announcement of executive session that was held following the Board of Commissioners public meeting on February 19, 2018.

Commissioner Brown announced that an executive session to discuss personnel would be held following the Public Works Committee meeting this evening.

Township Manager Rodgers read a letter of resignation from Police Chief Laughlin, his final day with the Penn Township Police Department will be April 6, 2018.

APPROVAL OF THE MINUTES: The minutes of the February 5, 2018 Public Safety Committee meeting were approved as submitted.

CITIZEN'S COMMENTS: None.

GOLD'S GYM ANNUAL FUNDRAISING RACE: The Committee received a letter dated February 23, 2018 from Gold's Gym requesting to hold their annual fundraising race. Police Chief Laughlin said this will be the fifth year for the event and they will walk the same route as in past years.

Manager Rodgers had some concerns about their request. The letter mentioned a food truck and Zoning Officer Smith confirmed that food trucks are not allowed without a special exception. After discussion the Committee advised Chief Laughlin and Zoning Officer Smith to work together on a letter for Gold's Gym, explaining what restrictions are in place.

SHREDDING RESOLUTION: Police Chief Laughlin provided a list of police department items to be shredded. The Committee recommended adopting a resolution for the shredding.

NEW PROJECTOR FOR POLICE TRAINING ROOM: Police Lieutenant Hettinger reported that a new projector is needed for the police training room. The Republican Club made a donation for the purchase and the funds will cover the entire cost of the new projector. The Committee recommended purchasing the projector.

OTHER MATTERS: Commissioner Brown said the police took a tour of the medical marijuana dispensary and asked Chief Laughlin to share about the experience. Chief

Laughlin said he was pleasantly surprised by how secure the facility is. All of their protocols seemed good but time will tell how well things work.

CITIZEN'S COMMENTS: Nate Osborne, Director of Facilities for South Western School District, said it's been a trying couple of weeks in the school system. A lot of people were on edge and the Penn Township Police Department showing up was really helpful. He said the support is sincerely appreciated and they did a great job. Commissioner Van de Castle said Superintendent Burkhart was also appreciative of the help.

The meeting was adjourned at 7:17 p.m.

Respectfully submitted,

Angela M. Hallett  
Township Secretary

MINUTES  
PUBLIC SAFETY COMMITTEE  
APRIL 2, 2018

The Penn Township Public Safety Committee convened on Monday, April 2, 2018 at 7:00 p.m. Present were Chairman Brown and Commissioners Felix, Heiland, and Van de Castle. Also present were Township Manager Rodgers, Police Lieutenant Hettinger, Fire Chief Clouser, Township Engineer Bortner, Zoning Officer Smith, and Township Secretary Hallett. Commissioner Klunk was absent with notice. The following items were discussed:

ANNOUNCEMENTS: Commissioner Brown read the announcement of executive session that was held following the Board of Commissioners public meeting on March 19, 2018.

APPROVAL OF THE MINUTES: The minutes of the March 5, 2018 Public Safety Committee meeting were approved as submitted.

CITIZEN'S COMMENTS: None.

SOUTH WESTERN EDUCATION FOUNDATION 5K: The Committee received a letter dated March 5, 2018 from South Western Education Foundation requesting to hold their annual 5K on May 5, 2018. Lieutenant Hettinger said the request is the same as past years except they are requesting the assistance of the Penn Township Fire Police. Fire Chief Clouser had some concerns about whether or not the Fire Police are still covered by the Township's workers compensation insurance. After discussion the Committee decided not to approve the request for Fire Police.

SAINT JOSEPH ATHLETIC ASSOCIATION 5K: The Committee received a letter from Saint Joseph Athletic Association requesting to hold their annual 5K. Lieutenant Hettinger said the request is the same as past years and there will be a minimal impact on the community.

PHYSICAL AGILITY TEST UPDATE: Lieutenant Hettinger reported on the physical agility test. He said the top sixty candidates have been invited to take the test on April 14, 2018 and there are currently thirty-six applicants scheduled. Commissioner Felix asked who will attend the candidate oral interviews, once the top applicants have been selected. Commissioner Brown said it would be himself, Commissioner Van de Castle, Manager Rodgers, and Lieutenant Hettinger.

LIEUTENANT'S TEST: Lieutenant Hettinger reported that the oral boards for the Lieutenant's test are scheduled for April 13, 2018. Three Chiefs of Police are scheduled to come and perform the boards.

YMCA 5K: The Committee received a letter dated April 2, 2018 from the York County YMCA requesting to hold their annual half marathon on October 7, 2018. They will follow the same course as in previous years.

FIRE UPDATES: Fire Chief Clouser gave updates on the ladder truck that was damaged, the new quint engine, and the recent fires in the Township. Commissioner Felix asked if there was a timeframe for clearing the debris on Baltimore Street. Chief Clouser said he spoke to the insurance adjustor about a week ago and they'd like to get moving soon but have to coordinate with the adjoining property owners. He also shared information on Firefighter Wysocki's actions during the fire on Baltimore Street and said the Accommodations Committee has nominated him to be recognized.

Chief Clouser said the Hanover Area Fire and Rescue Commission has discussed merging the Penn Township and Hanover Borough emergency management. He has paperwork to begin the process and will be sharing it with both municipalities and making sure the Fire Commission is still interested.

Manager Rodgers reported that she has been in contact with PNC about the fire truck and has a conference call scheduled for tomorrow.

CITIZEN'S QUESTIONS: None.

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

Respectfully submitted,

Angela M. Hallett  
Township Secretary

MINUTES  
PUBLIC SAFETY COMMITTEE  
MAY 7, 2018

The Penn Township Public Safety Committee convened on May 7, 2018 at 7:00 p.m. Present were Chairman Brown and Commissioners Felix, Heiland, Klunk, and Van de Castle. Also present were Township Manager Rodgers, Acting Police Chief Hettinger, Fire Chief Clouser, Township Engineer Bortner, Zoning Officer Smith, and Township Secretary Hallett. The following items were discussed:

ANNOUNCEMENTS: Commissioner Brown announced an executive session to discuss personnel was held following the Health & Sanitation Committee meeting on May 1, 2018.

APPROVAL OF THE MINUTES: The minutes of the April 2, 2018 Public Safety Committee meeting were approved as submitted.

CITIZEN'S COMMENTS: Gordon Pilgrim, 180 Northview Drive, wanted to discuss the street lights at Northview Drive and Arwco Drive. Commissioner Brown told him that would be discussed during the Public Works Committee meeting following the Public Safety Committee meeting this evening.

MDA 5K: The Committee received a letter dated April 18, 2018 from EPA Preferred Properties Real Estate, Inc. notifying the Township of a 5K run to benefit MDA. The event will be held October 6, 2018 at 9 a.m. Acting Police Chief Hettinger will send them a letter.

Commissioner Heiland asked if the concerns about Penn Township Fire Police had been addressed. Manager Rodgers said Preferred Properties didn't request fire police assistance but that the fire police are still covered under the Township's workers compensation policy for the volunteer organization.

POLICE FIRING RANGE: Acting Police Chief Hettinger reported on the police firing range. He said it has been in its current location for twenty-five years. In the past year and a half projectiles from the range have been found at the sewer plant next to the range. He believes this is due, at least in part, to the backfill behind the range being changed. It is now a very rocky soil with a lot of macadam. They have placed restrictions on use of the range prohibiting using it before 4:30 p.m. on weekdays and before 10:00 a.m. on Saturdays. This should keep any sewer employees from being on the property when the range is in use. Commissioner Brown said Hanover Borough and Conewago Township are currently using the range. The committee discussed the safety concerns and possible long term solutions. Acting Chief Hettinger will look into a certification process for firing ranges. He will also check with public firing ranges in the area to see if they could accommodate the police department and what the cost would be. For the time being the range will operate under restricted hours and all departments



using the range have been notified to be aware and take precautions. This will be discussed again next month.

FIRE TRUCK UPDATE: Fire Chief Clousher reported on the new fire truck. He said the committee will be going to Wisconsin May 22<sup>nd</sup> thru 24<sup>th</sup>. The inspection of the new fire truck will take place on May 23, 2018. If it is acceptable it will be shipped to Glick in Lancaster, PA for final installation of items. Chief Clousher expects the truck to be at the Clover Lane fire station sometime in June. There will be training and then the truck will be put into service.

WIRT PARK FIRE STATION INCIDENT: Fire Chief Clousher reported on an incident at the Wirt Park fire station on May 2, 2018. As a result of the incident security precautions are being taken, including overhead doors being kept closed and man doors remaining locked. The standard operating guidelines will be distributed to all paid and volunteer personnel.

RELAY FOR LIFE: The Committee received a letter dated May 3, 2018 from Relay for Life of Hanover requesting to solicit donations at two intersections in Penn Township on July 7, 2018. Acting Police Chief Hettinger will send them a letter.

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

Respectfully submitted,

Angela M. Hallett  
Township Secretary

MINUTES  
PUBLIC SAFETY COMMITTEE  
JUNE 4, 2018

The Penn Township Public Safety Committee convened on Monday, June 4, 2018 at 7:00 p.m. Present were Chairman Brown and Commissioners Felix, Heiland, Klunk, and Van de Castle. Also present were Township Manager Rodgers, Acting Police Chief Hettinger, Fire Chief Clouser, Township Engineer Bortner, Zoning Officer Smith, and Township Secretary Hallett. The following items were discussed:

ANNOUNCEMENTS: Commissioner Brown read the announcement of executive session that was held following the Board of Commissioners public meeting on May 21, 2018.

APPROVAL OF THE MINUTES: The minutes of the May 7, 2018 Public Safety Committee meeting were approved as submitted.

CITIZEN'S COMMENTS: John and Jan Folkerts, 783 Blooming Grove Road, were present and shared some concerns about driving safety on Blooming Grove Road. Mr. Folkerts described several accidents that have occurred in front of their home and asked if the Township could help. They have contacted the Penn DOT engineering firm and were told an engineering study would be conducted. They would like to see reflectors marking the curve so people are more aware. Mr. Folkerts said there is also a lot of speeding. Acting Chief Hettinger said they try to get officers out as much as possible for speed enforcement. Unfortunately it's a state road and any signs or changes would need to be handled through Penn DOT. Commissioner Van de Castle said the police have an electronic speed sign that can be placed on Blooming Grove Road to help make people aware of how fast they are going. It can be left up for two weeks.

VETERANS LIFE INSURANCE PROGRAM: Chuck Harman, with Armed Forces Benefit Association, gave a presentation on life insurance offered through the First Responders Task Force. Commissioner Brown said the Board would take the information under advisement but they do have some concerns.

HANOVER AREA NIGHT OUT: Acting Chief Hettinger reported on the Hanover Area Night Out being held on August 7, 2018. The event will be held at the Target Center and they are working out all the logistics.

BROOKSIDE AVENUE TRAFFIC STUDY: Acting Chief Hettinger reported on a traffic study conducted on Brookside Avenue between Wayne Avenue and Charles Avenue. He received a complaint from the owner of 1010 Baer Avenue, whose backyard is on Brookside Avenue. There are vehicles parked on both sides of Brookside Avenue and it's not leaving enough room for two lanes of traffic. Officer Bryan Smith conducted a traffic study and it showed Brookside Avenue is sixteen feet wide at its narrowest and thirty-seven feet at its widest, which indicates "No Parking" signs can be posted.

Commissioner Heiland asked about making this section one-way so residents can still park on Brookside Avenue. Commissioner Klunk said the street is wide enough for two vehicles if cars aren't parked on the street. He asked if all the signs could be double arrows instead of single arrows placed at the beginning and end of the "No Parking" area. Acting Chief Hettinger will look into it. After discussion the Committee recommended advertising an Ordinance to make this section of Brookside Avenue a "No Parking" area.

N. BLETTNER AVENUE CLOSURE: Acting Chief Hettinger reported on a road closure on N. Blettner Avenue. Treehouse Foods needs to install a new fifty foot stove and it will require the road to be closed July 5<sup>th</sup>, 6<sup>th</sup> and possibly 7<sup>th</sup>. They agreed to close the road only between the hours of 9 a.m. and 3 p.m. each day. Treehouse Foods will put a detour in place during the closure.

EMA MERGER: Fire Chief Clouser reported on a possible merger between Penn Township and Hanover Borough Emergency Management Agencies (EMA). He said this is the next logical step after the fire departments merged. Penn Township Emergency Management Coordinator (EMC) Jeff Waltman explained how the merged agency would work. Commissioner Brown asked if the merged EMA would fall under the Hanover Area Fire & Rescue Commission and it would. Chief Clouser said the current EMC for Hanover Borough is not interested in participating in the merged agency. He has no objections to it but doesn't have the time to commit. Chief Clouser suggested that the Deputy Coordinator be appointed by the Borough so both municipalities have representation. Commissioner Klunk suggested recommending Jeff Waltman to the Fire Commission as the Coordinator. The Committee recommended proceeding with a merger. The Fire Commission will discuss it at their June 21, 2018 meeting.

RE-IDENTIFICATION OF FIREFIGHTER COATS: Fire Chief Clouser asked the Board if the firefighter's winter coats could be re-identified. He would like to add a name band and the 79 fire logo to the back of the coats so they match the rest of the fire apparel. He is ordering coats for the Hanover Borough firefighters and would like the Penn Township coats to match. After discussion the Committee recommended Chief Clouser proceed with the re-identification if the firefighters agree to wear the coats.

FIRE TRUCK: Fire Chief Clouser reported on the new fire truck. The truck was inspected May 22-24, 2018 by Captain Adams and Captain Boyce. Pierce is addressing the punch list items, then the truck will go to Glick's in Lancaster and then to the fire station once everything is finished. Chief Clouser is hoping it will arrive by the June 21, 2018 Fire Commission meeting.

COMMENDATION COMMITTEE: Fire chief Clouser reported that the Commendation Committee would like to recognize Firefighter Wysocki for his actions during the Baltimore Street fire, as well as the first unit to arrive at the scene. The commendations will be presented on June 21, 2018 at the Fire Commission meeting. Manager Rodgers said there is a meeting at SAVES fire station on the 21<sup>st</sup> and it would be hard to make it

to the Fire Commission meeting on time. Chief Clouser will look into moving the time of the meeting.

OTHER MATTERS: Acting Police Chief Hettinger reported that Columbia Gas has requested to close N. Blettner Avenue on June 18<sup>th</sup> and 19<sup>th</sup>, 2018 for their gas line project. It will be closed at Frederick Street.

Acting Police Chief Hettinger reported that they have received the court orders to destroy firearms from evidence. In the past the police have destroyed the weapons internally. Phoenix Distributors provides destruction service for free and gives a credit for any salvaged parts. The destruction of all required parts would be witnessed by one of our officers. The Committee recommended using Phoenix Distributors to destroy the firearms.

Acting Police Chief Hettinger reported that the onsite accreditation took place on May 31<sup>st</sup> and June 1<sup>st</sup>, 2018. Things went extremely well and they are recommending reaccreditation.

CITIZEN'S QUESTIONS: None.

The meeting was adjourned at 8:10 p.m.

Respectfully submitted,

Angela M. Hallett  
Township Secretary

MINUTES  
PUBLIC SAFETY COMMITTEE  
JULY 2, 2018

The Penn Township Public Safety Committee convened on Monday, July 2, 2018 at 7:00 p.m. Present were Chairman Brown and Commissioners Felix, Heiland, Klunk, and Van de Castle. Also present were Township Manager Rodgers, Acting Police Chief Hettinger, Fire Chief Clouser, Township Engineer Bortner, Zoning Officer Smith, and Township Secretary Hallett. The following items were discussed:

ANNOUNCEMENTS: Commissioner Brown read the announcement of executive session that was held following the Board of Commissioners public meeting on June 18, 2018. He also announced an executive session to discuss personnel would be held following the Public Works Committee meeting this evening.

APPROVAL OF THE MINUTES: The minutes of the June 4, 2018 Public Safety Committee meeting were approved as submitted.

CITIZEN'S COMMENTS: None.

FIREWORKS: Acting Police Chief Hettinger shared information on the new fireworks law. Everything being sold from the fireworks tents and in retail stores are consumer grade, which is legal. Display grade fireworks are the ones set off by professionals and those can be regulated by individual municipalities. Manager Rodgers said there have been several noise complaints due to fireworks.

CHANGES TO POLICE CIVIL SERVICE REGULATIONS: Acting Police Chief Hettinger reported on changes to the civil service regulations. For the hiring of a police officer a polygraph is now required and the definition of a polygraph includes a traditional polygraph test as well as voice stress analysis. The procedure for promoting to the position of Detective needed to be included in the regulations. Additionally, the Civil Service Commission has to appoint an examination administrator for the written, oral, physical agility, medical, and psychological tests. Manager Rodgers asked if the fire civil service regulations have been updated. Fire Chief Clouser has not updated those yet but will work on it. The Committee recommended approving the updated police civil service regulations. Changes to the fire Civil Service Commission rules and regulations will be forwarded to the Civil Service Commission for their September meeting.

YORK COUNTY RADIO AGREEMENT: Acting Police Chief Hettinger reported on an agreement with York County for the new radio system. The agreement is the same as the previous one and states that we're leasing the equipment for \$1 per year, which will not be collected. Some of the equipment is being leased for one year and some of it for two years. Once the lease is expired the Township will own the equipment and be responsible for any repairs or maintenance. Manager Rodgers asked for a list of what equipment is being leased for one year and what equipment is being leased for two

years; Acting Chief Hettinger said he will get that. The Committee recommended approving the agreement.

FIREARMS DESTRUCTION UPDATE: Acting Police Chief Hettinger reported on the destruction of firearms. Phoenix Distributors destroyed eighty one firearms in addition to two that were department owned and no longer working. We have a credit with Phoenix for \$2,200. The credit will be used for the purchase of two rifles for the patrol units. There are a few more department owned firearms that need to be dismantled and destroyed, which will increase the credit balance.

NATIONAL NIGHT OUT UPDATE: Acting Police Chief Hettinger reported on the National Night Out being held August 7, 2018. He said arrangements are going well. The Elks Lodge is making a donation to cover the cost of the bicycles for the bicycle give-away. They also received a \$700 donation from the Hanover Little Theatre and will use the funds to purchase helmets, car seats and incidentals.

CROP WALK: The Committee received a letter dated June 26, 2018 from the Hanover Area Council of Churches notifying the Township of their annual CROP walk being held October 21, 2018 from noon until 4:00 p.m. Acting Chief Hettinger will send them a letter.

REQUEST FOR FIRE POLICE: The Committee received a letter dated June 19, 2018 from Pleasant Hill Volunteer Fire Company requesting to use Penn Township Fire Police for their annual fire-fighter's carnival being held July 23 thru July 28, 2018. The Committee recommended approving the request.

FOURTH OF JULY EVENTS: Commissioner Brown asked if the fire department is prepared for the 4<sup>th</sup> of July events being held in Hanover. Fire Chief Clouser said a duty car will lead the race in the morning, but they will not be required for the second race. The second race will be led by a bicycle on the Rail Trail. The new fire truck will be on display from 2-4 p.m. and there will be trucks out in the evening for the fireworks launch. Acting Police Chief Hettinger asked if the Rail Trail gates will need to be opened and Fire Chief Clouser was unaware.

EMERGENCY MANAGEMENT MERGER: Fire Chief Clouser reported on the proposed merger of the Hanover Borough and Penn Township Emergency Management Agencies (EMA). He said the Fire Commission has accepted taking over the merged EMA. Hanover Borough Council already voted on an agreement, but did not adopt an ordinance. Commissioner Brown asked who prepared the agreement. Chief Clouser said it was prepared by York County. Commissioner Brown said he's in favor of moving forward but wants to make sure there is adequate communication between both municipalities and that the correct process is being followed.

Manager Rodgers said the agreement signed by Hanover Borough is for ten years. Chief Clouser suggested a six year agreement be considered, so it would coincide with the Fire Commission agreement renewal. Manager Rodgers said there may be a different document required to have the merged EMA governed by the Fire

Commission. The merged entity can exist even if the Fire Commission does not. The Committee instructed Manager Rodgers to have the agreement reviewed by the Township Solicitor. She will let the Solicitor know that we're interested in merging EMAs with the eventuality of being governed by the Fire Commission.

OTHER MATTERS: None.

CITIZEN'S QUESTIONS: None.

The meeting was adjourned at 7:34 p.m.

Respectfully submitted,

Angela M. Hallett  
Township Secretary

MINUTES  
PUBLIC SAFETY COMMITTEE  
AUGUST 6, 2018

The Penn Township Public Safety Committee convened on Monday, August 6, 2018 at 7:00 p.m. Present were Chairman Brown and Commissioners Heiland, Klunk, and Van de Castle. Also present were Township Manager Rodgers, Acting Police Chief Hettinger, Fire Chief Clouser, Township Engineer Bortner, Zoning Officer Smith, WWTP Superintendent Mahone, and Township Secretary Hallett. Commissioner Felix was absent with notice. The following items were discussed:

ANNOUNCEMENTS: Commissioner Brown read the announcement of executive session that was held following the Board of Commissioners public meeting on July 16, 2018.

APPROVAL OF THE MINUTES: The minutes of the July 2, 2018 Public Safety Committee meeting were approved as submitted.

CITIZEN'S COMMENTS: None.

PENN TOWNSHIP POLICE DEPARTMENT FIFTY YEARS OF SERVICE:

Commissioner Brown presented a banner to Acting Police Chief Hettinger, in recognition of fifty years of service for Penn Township Police Department. Commissioner Brown said the Penn Township Police Department was founded on August 12, 1968. On behalf of the Penn Township Commissioners, Penn Township Management, and all law-abiding citizens, Commissioner Brown officially recognized the Penn Township Police Department, its patrolmen, officers, and managerial staff for fifty years of dedication, sacrifice, hard work, and integrity.

POLICE RECORDS MANAGEMENT SYSTEM: Acting Police Chief Hettinger reported on a possible change to the police department records management system. They are currently using Metro Alert which was purchased by Zuercher. Zuercher will maintain the product but will not be making any improvements. Acting Police Chief Hettinger said the York County Chiefs of Police is looking at other options. They are trying to find a way to pool resources to get a better price. Acting Police Chief Hettinger shared some details and pricing for two other systems he's been looking at. He will keep the Board updated as more information becomes available.

YORK COUNTY RADIO FEES: Acting Police Chief Hettinger reported on the York County radio fees. We are currently using B. Moyer Radio and paying \$3,500 annually for radio maintenance. York County just paid \$147,000 for the new radio system we received last year. They are considering charging the municipality an annual fee of \$20,000 or \$25,000 to cover the radio maintenance agreement and the equipment. The equipment would be replaced at the end of six years. It's basically a lease to own program. Acting Police Chief Hettinger has concerns with this because he'd prefer to choose his own equipment instead of being forced to use what is supplied by York



County. He said nothing has been decided, these are just ideas being considered. Commissioner Klunk advised Acting Chief Hettinger to keep the Board apprised.

NATIONAL NIGHT OUT: Acting Police Chief Hettinger reported on National Night Out being held August 7, 2018 from 6 to 8 p.m. The event will be held rain or shine, unless there is lightening. He said Officer Gebhart reported everything is ready to go and there will be more vendors than last year.

INTERGOVERNMENTAL EMA AGREEMENT: Manager Rodgers reported on the intergovernmental EMA agreement with Hanover Borough. She forwarded the agreement to Attorney Hovis and received his comments. He indicated this can be done through the Fire Commission, but he has concerns with the per capita cost basis. He isn't sure if population is a good indication of future costs. He included provisions that make one municipality responsible for any costs for an emergency that is solely within that municipality. Commissioner Klunk stated that the Fire Commission should be in charge and the cost split the same as other Commission expenses. If an event is entirely in one municipality, it should be paid for by that municipality. After discussion the Committee advised Manager Rodgers to forward this information to the Hanover Borough manager.

FIRE COMMISSION BUDGET CHANGES FOR 2018: Fire Chief Clouser reported on changes to the Fire Commission's 2018 budget. Due to payroll and benefits being retained by each municipality, and other various items, the net impact of all adjustments proposed is a decrease to the total funding allotment of \$3,543,168. The Committee recommended approving the budget changes.

JULY 2018 FLOODING EVENT: Emergency Management Coordinator Jeffrey Waltman reported on the July 25, 2018 flooding event. The Commonwealth of Pennsylvania needs to have a total of \$18,000,000 in damages to qualify for FEMA assistance. As of today \$7,500,000 in damages have been reported, so it appears unlikely FEMA will get involved. EMC Waltman reviewed properties within the Township that suffered damage. He encouraged anyone with flood insurance to make a claim because it doesn't look like a FEMA disaster will be declared.

CITIZEN'S COMMENTS: None.

The meeting was adjourned at 7:29 p.m.

Respectfully submitted,

Angela M. Hallett  
Township Secretary

MINUTES  
PUBLIC SAFETY COMMITTEE  
SEPTEMBER 4, 2018

The Penn Township Public Safety Committee convened on Tuesday, September 4, 2018 at 7:00 p.m. Present were Chairman Brown and Commissioners Heiland, Klunk, and Van de Castle. Also present were Township Manager Rodgers, Acting Police Chief Hettinger, Fire Chief Clouser, Township Engineer Bortner, Zoning Officer Smith, WWTP Superintendent Mahone, and Township Secretary Hallett. Commissioner Felix was absent with notice. The following items were discussed:

ANNOUNCEMENTS: Commissioner Brown read the announcement of executive session that was held following the Board of Commissioners public meeting on August 20, 2018.

APPROVAL OF THE MINUTES: The minutes of the August 6, 2018 Public Safety Committee meeting were approved as submitted.

CITIZEN'S COMMENTS: None.

FIRE CIVIL SERVICE RULES AND REGULATIONS: Fire Chief Clouser reported that he and Civil Service Commission Chairman Spielman are working on updating the Civil Service Rules and Regulations for the fire department. He said they'd like to add lie detection to the hiring process for fire fighters. Chairman Spielman was in favor of the change and pointed out that the police department already uses the test and it often detects things that don't come out in other interview questions. After discussion the Committee recommended adding lie detection to the hiring process for firefighters. Chief Clouser will continue to work on the Civil Service Rules and Regulations with Chairman Spielman.

KLUGH ANIMAL CONTROL CONTRACT FOR 2019: Acting Police Chief Hettinger reported on the Klugh Animal Control contract for 2019. It's basically the same as last year and the police department is happy with the service Klugh has given. The Township also received an agreement from Drebusenko Animal Control Services. The Committee recommended approving the contract with Klugh Animal Control Services.

HANOVER HOMECOMING PARADE: The Committee received a letter dated August 30, 2018 from Hanover High School requesting to close McAllister Street for their Homecoming activities. Acting Police Chief Hettinger said the street will be closed for approximately fifteen minutes and it will not require any extra police officers to be scheduled. The Committee recommended approving the request.

HALLOWEEN PARADE: The Committee received a letter dated August 28, 2018 from Hanover Area Jaycees requesting to hold the annual Halloween parade on October 25, 2018 with a rain date of October 29, 2018. Acting Police Chief Hettinger said the parade request is the same as years past and Lieutenant Merwede is working to make sure there is appropriate manpower.

Commissioner Klunk had concerns with the organization of the parade and the lack of volunteers. After discussion the Committee decided to approve the request but to express their concerns in a letter.

Jeffrey Waltman, Penn Township Emergency Management Coordinator, had concerns about the Halloween parade. He asked if there is an emergency plan in place. Commissioner Klunk said he's not aware of a written plan. The majority of the parade is in Hanover Borough but it does cross into Penn Township. EMC Waltman said it may be too late to make a plan for this year but it is important to know who is in charge in the event of an emergency. The Committee recommended someone represent Penn Township's concerns at the next parade meeting on September 13, 2018 at 7:00 p.m. Commissioner Klunk and EMC Waltman are both willing to go.

Commissioner Heiland asked if the parade will require a recycling program. WWTP Superintendent Mahone will review the Ordinance and see what it says about parades.

2019 PATROL CRUISERS: Acting Police Chief Hettinger reported on a request to pre-order two 2019 police cruisers. He said there will be major changes to the 2020 model and they will cost a minimum \$3,500 more, per cruiser. He isn't sure what the changes will entail or if the cages will fit the new model. To receive the 2019 model a pre-order has to be placed by September 21, 2018, but will not be delivered or paid for until February of 2019. The Committee recommended he pre-order two cruisers.

YOUTH AID PANEL REQUEST: The Committee received a letter dated September 1, 2018 from the Juvenile Probation Department requesting to use the Community Room, free of charge, in 2019 for their Youth Aid Panel meetings. The Committee recommended approving the request.

REQUEST FROM NORTHERN YORK REGIONAL POLICE DEPARTMENT: Acting Police Chief Hettinger reported on a request from Northern York Regional Police Department for officers to man a DUI checkpoint. They have supplied us with officers for DUI checkpoints in the past. This would be an overtime posting for officers and the overtime would be reimbursed. Our police coverage wouldn't be affected by this. The Committee recommended posting the overtime request.

OTHER MATTERS: Township Manager Rodgers reported that the resident at 650 Black Rock Road is requesting a "Hidden Driveway" sign. In an email, Engineer Bortner had recommended we contact Penn DOT and have LTAP conduct a safety study. Engineer Bortner added that we have asked the resident to contact YAMPO on their own in the past.

Fire Chief Clouser reported there is a tree on Azalea Drive that makes turning on to Grandview Road difficult. Zoning Officer Smith will look at the tree.

CITIZEN'S COMMENTS: None.

The meeting was adjourned at 7:44 p.m.

Respectfully submitted,

Angela M. Hallett  
Township Secretary

MINUTES  
PUBLIC SAFETY COMMITTEE  
OCTOBER 1, 2018

The Penn Township Public Safety Committee convened on Monday, October 1, 2018 at 7:00 p.m. Present were Chairman Brown and Commissioners Heiland, Klunk, Felix and Van de Castle. Also present were Township Manager Rodgers, Acting Police Chief Hettinger, Fire Chief Clouser, Township Engineer Bortner, and Zoning Officer Smith. The following items were discussed:

ANNOUNCEMENTS: Commissioner Brown read the announcement of an executive session that was held following the Board of Commissioners public meeting on September 17, 2018.

APPROVAL OF THE MINUTES: The minutes of the September 4, 2018 Public Safety Committee meeting were approved as submitted.

CITIZEN'S COMMENTS: John Dowell, 1293 Grandview Road, was present to talk about implementing a Jake Brake ordinance. Mr. Dowell had previously asked for a similar ordinance. The Committee thanked him for this concern and will take the request under advisement and will have a response at the next Public Safety Committee meeting on November 5, 2018.

POLICE BUDGET: Police Lt. Merwede presented an overview of the 2019 police budget. As it is proposed the total expenses will be \$4,604,013. They are proposing new Tasers, new computers, high speed internet, improvements to the firing range, a new Report Management System, a possible new roof on the building, and two new police cruisers. The Committee asked questions regarding the budget items.

FIRE COMMISSION BUDGET: Fire Commission Chief Clouser made a presentation about the Hanover Area Fire Rescue Commission. He covered personnel, equipment, fire inspections, grants, EMS, and facilities. He reviewed the Commission's proposed budget for 2019. The proposed budget does include two numbers, one with just the two municipalities and a second if the EMS is joined into the Commission along with the Volunteers. During the review the EMA joint agreement was reviewed. It was recommended that it be sent to the Solicitor and the Borough of Hanover manager. The Committee will review both the Police and Fire budgets at a future Finance Committee meeting.

BURN ORDINANCE: The Committee reviewed the current burn ordinance. It was noted that the Ordinance does allow for bon fires under the approval of the Fire Code Official as long as they applicant is granted a permit. There were no recommended changes at this time.

CIVIL SERVICE REGULATIONS: The Committee reviewed the proposed Civil Service Rules and Regulation changes for the firefighters. The Civil Service Commission will be

considering the changes at their next meeting on October 11. If approved by them, the rules and regulations will come to the Board of Commissioners for adoption.

CITIZEN'S COMMENTS: None.

The meeting was adjourned at 8:34 p.m.

Respectfully submitted,

Kristina J. Rodgers  
Township Manager

MINUTES  
PUBLIC SAFETY COMMITTEE  
NOVEMBER 5, 2018

The Penn Township Public Safety Committee convened on Monday, November 5, 2018 at 7:00 p.m. Present were Chairman Brown and Commissioners Klunk, Felix and Van de Castle. Also present were Township Manager Rodgers, Acting Police Chief Hettinger, Fire Chief Clouser, Township Engineer Bortner, Zoning Officer Smith, and Administrative Assistant McMaster. Commissioner Heiland was absent with notice. The following items were discussed:

ANNOUNCEMENTS: Commissioner Brown read the announcement of an executive session that was held following the Board of Commissioners public meeting on October 15, 2018. An executive session will be held following the public works meeting.

APPROVAL OF THE MINUTES: The minutes of the October 1, 2018 Public Safety Committee meeting were approved as submitted.

CITIZEN'S COMMENTS: John Dowell, 1293 Grandview Road, asked about the brake retarders and would like to know what is going on. Commissioner Brown discussed that the first thing we need to do in regards to brake retarders is to pass a resolution. The second thing we need to do is draft an ordinance which needs to be reviewed by the legal department and then finally submitted to the state which will have the final say. Commissioner Brown also stated that we would be looking at February or March until something happens. The goal is to move forward with the resolution and then the commissioners can approve it at a future meeting. Overall PennDOT will have to grant the township permission.

Mr. Dowell discussed about getting truck drivers off the road due to the noise. Commissioner Brown states we will not be able to get drivers off there completely but in order to do something about brake retarders, we need to get an ordinance adopted.

Ms. Roop from 19 Sherman Street had complaints about six inches of water going into her basement, and she called 911, but no one showed up. She is concerned about why the police did not show up, and why this is happening. Chief Hettinger stated that the police department responds when they are notified.

Mr. Lerch, Blooming Grove Rd, also spoke about concerns of the speed limit and brake retarders. He thinks it is not necessary for them to go that fast, and are not following the 35 speed limit.

SPCA AGREEMENT: Manager Rodgers reported about the SPCA agreement. The fee for the 2019 agreement will stay the same and will not be changed until after the 2020 census.

EMA AGREEMENT: Manager Rodgers reported about the EMA agreement. She stated that they covered most of it on Monday night's meeting. There is still legal issues regarding the agreement. The solicitor is very receptive of a committee, so they will try

to work something out for Chief Clouser. She is not sure if it is going to be the next ordinance we adopt or if it will be something separate. We are still having concerns of cost and how we will divide it up.

FIRE COMMISSION BUDGET: Fire Commission Chief Clouser made a presentation about the Hanover Area Fire Rescue Commission during last's month meeting and made one at this meeting. He covered personnel, equipment, fire inspections, grants, EMS, and facilities. He reviewed the Commission's proposed budget for 2019. The total for the Fire Commission includes EMS which is \$3,133,069. The total Penn Township contribution with EMS is \$682,070. If EMS does not come in or comes in at a later date an adjustment can be made.

OTHER MATTERS: Chief Hettinger stated that the Halloween parade went very well. Hanover Honda had a lot of volunteers show up to help. They only had one minor accident but none within the parade itself. They will be doing a follow-up meeting to work on an emergency plan with EMA Director Waltman to continue to make sure parade is safe. Chief Hettinger's three new hires are doing well. The one officer had a medical issue, but he is back healthy. Chief Clouser wanted to address Ms. Roop in regards to the flooding. He stated that they did have one report of a rescue and one dispatch but no other calls that night. Chief Hettinger states that they get so many calls and depending on the circumstance decides whether or not they go out to the house. Commissioner Klunk spoke about saving money on fire. He gave a document showing the differences between 2015 and 2016, and the proposed Fire Commission budget. The wages were not on the document, but he wanted to state that indeed we are saving money by a couple hundred thousand.

CITIZEN'S QUESTIONS: None.

The meeting was adjourned at 7:53 p.m.

Respectfully submitted,

Courtney L. McMaster  
Recording Secretary

MINUTES  
PUBLIC SAFETY COMMITTEE  
DECEMBER 3, 2018

The Penn Township Public Safety Committee convened on Monday, December 3, 2018 at 7:00 p.m. Present were Chairman Brown and Commissioners Klunk, Heiland and Van de Castle. Also present were Township Manager Rodgers, Acting Police Chief Hettinger, Fire Chief Clouser, Township Engineer Bortner, Zoning Officer Smith, and Township Secretary McMaster. Commissioner Felix was absent with notice. The following items were discussed:

ANNOUNCEMENTS: Commissioner Brown read the announcement of an executive session that was held following the Board of Commissioners public meeting on November 19, 2018. An executive session will be held tonight following the public works meeting.

APPROVAL OF THE MINUTES: The minutes of the November 5, 2018 Public Safety Committee meeting were approved as submitted with the change that the wages are included in Commissioner Klunk's statement on the comparison of fire expenses.

CITIZEN'S COMMENTS: Devin Breithaupt commented on the concerns of no parking along Brookside Avenue. Prompted by his visit was a parking ticket violation. He was unaware of no parking along this street. He stated his frustration in the parking ticket because he has to help an elderly lady unload things and that the sign is not noticeable. Commissioner Klunk and Police Chief Hettinger both agree the reason that the no parking signs are there because of how narrow the road is. When Burkentine started building the townhouses along the road, they had the option to make the road larger, and they did not. Widening the road is the only option and no changes will be happening at this time.

OFFICER PULLER ACADEMY GRADUATION: Chief Hettinger reported that Officer Puller is graduating on Thursday, December 6, 2018 at 5 p.m. at Susquehanna Township High School. Chief Hettinger, Lieutenant Merwede, Manager Rodgers, and Commissioner Brown will be leaving at 3:30 p.m. to attend the graduation.

REVIEW BRAKE RETARDER RESTRICTIONS: Manager Rodgers reported about brake retarder restrictions. Manager Rodgers wrote up a sample letter in regards to possibly enacting an engine brake retarder prohibition on two of the Pennsylvania State roads located within Penn Township. The requested prohibition would be on Grandview Road State Route 3068 from Blooming Grove Road Route 216 to York Street Route 116 and Blooming Grove Road State Route 216 from the bridge to York Street State Route 116. Chief Hettinger would like see if there can be an exception for emergency vehicles. The Commissioners agreed to send a letter to PennDOT.



EMA DISCUSSION: Manager Rodgers reported on EMA Director. The Commissioners have received the amending agreement with both solicitor's comments in it as well as the ordinance to adopt the agreement. Manager Rodgers has heard back from the Solicitor. Once they hear back, Manager Rodgers will forward it to the Borough. Penn Township and Hanover Borough have the same concerns in regards to finance and the person who will be selected to supervise the EMA Director. A committee made up of the four elected officials on the Commission will supervise the EMA Director.

OTHER MATTERS: Chief Hettinger reported on a letter from Southwestern High School to have a color run. This would be held on Saturday, May 25, 2019. There were no objections to this run. Chief Hettinger also discussed an event that other township police officers participate in PA. It is called No Shave November. It lasts forty days, and it costs the officers one dollar each day. This money will then go to a local charity. Chief Hettinger mentioned that there will be guidelines and that when the forty days is over, the beard has to come off. Chief Hettinger discussed about a new copier and new phone network that they are trying out. The copier would be an outright purchase and it would cover everything but the paper. The phone network is specific for emergency responders or disaster events that occur. Chief proposed to purchase the Taser and Power EMS after the budget is approved in December. Chief Clouser reported on the Senate Resolution 6, Fire and EMS Report that was distributed to the Commissioners and Manager Rodgers. The recommendations give a general outline of the report itself. Chief Clouser and Commissioner Klunk also went to Hanover Area Jaycees for a parade meeting. During this meeting it was discussed of what went right and what wrong at the parade. Chief Clouser stated that the planning is going well and there will be no issues with the volunteer help for the 2019 parade.

CITIZEN'S QUESTIONS: None.

The meeting was adjourned at 7:33 p.m.

Respectfully submitted,

Courtney L. McMaster  
Recording Secretary