

**CONSOLIDATION COMMITTEE MEETING
16 W. SCRIBNER AVE.
DUBOIS, PA 15801**

WEDNESDAY, FEBRUARY 9, 2022 @ 12:00 P.M.

MINUTES

MEETING CALL TO ORDER

Dick Whitaker called the meeting to order at 11:58 a.m.

ROLL CALL

Committee Members:

Shawn Arbaugh
Dan Kohlhepp
Kris Kruzalak
Joe Mitchell
Chris Nasuti
Kevin A. Salandra
Herm Suplizio
Ed Walsh
Dick Whitaker

Staff Present:

Kristen Dunn, Committee Recording Secretary
Bobbie Shaffer – City of DuBois Secretary
Christopher Gabriel, Solicitor

Others Present: See attached sign-in Sheet

PLEDGE OF ALLEGIANCE TO THE FLAG

Dick Whitaker led the audience in the Pledge of Allegiance to the Flag.

PUBLIC COMMENTS ON AGENDA ITEMS ONLY

None

APPROVAL OF THE MINUTES OF THE JANUARY 26, 2022, MEETING

Motion by Shawn Arbaugh, second by Ed Walsh, to approve the Minutes of the January 26, 2022, meeting.

A roll call vote was taken.

Shawn Arbaugh – yes
Joe Mitchell – yes
Herm Suplizio – yes

Dan Kohlhepp – yes
Chris Nasuti – yes
Ed Walsh – yes

Kris Kruzalak - yes
Kevin Salandra - yes
Dick Whitaker - yes

Motion carried.

NOMINATIONS AND ELECTIONS

1. Committee Vice-Chairperson

Dick Whitaker brought up the need for a Vice-Chairperson should the Chairperson be unable to attend a meeting or unable to continue acting as Chairperson.

Motion by Dick Whitaker, second by Herm Suplizio, to appoint Dan Kohlhepp as Vice-Chairperson.

A roll call vote was taken.

Shawn Arbaugh – yes
Joe Mitchell – yes
Herm Suplizio – yes

Dan Kohlhepp – yes
Chris Nasuti – yes
Ed Walsh – yes

Kris Kruzalak - yes
Kevin Salandra - yes
Dick Whitaker - yes

Motion carried.

NEW BUSINESS

1. Approve Tentative Calendar.

Dick Whitaker confirmed with Committee members that they received the calendar from the Solicitor with schedules and deadlines.

Kevin Salandra, as a member of the finance subcommittee, said that it is unlikely they will be able to get everything done at the same time as the other committees due to the fact that the Finance Committee is going to need a lot of the information from the other subcommittees to do their job. Solicitor Chris Gabriel stated the dates for this committee are not set in stone. It is a tentative calendar with some adjustment needed. There are certain things they must put in our plan. There are things that the Statute requires. Kevin Salandra stated he was specifically concerned about the June 1 date. Chris Nasuti stated the committee may need to adjust the subcommittees getting information back sooner so the deadline can be met.

Kris Kruzalak asked if the preliminary budget lines should be given to the finance committee as soon as possible and the answer was yes.

Motion made by Kevin Salandra to approve the tentative calendar, second by Shawn Arbaugh. A roll call vote was taken.

Shawn Arbaugh – yes
Joe Mitchell – yes
Herm Suplizio – yes

Dan Kohlhepp – yes
Chris Nasuti – yes
Ed Walsh – yes

Kris Kruzalak - yes
Kevin Salandra - yes
Dick Whitaker - yes

Motion carried.

2. Direct Consultant to communicate through Solicitor for 9 Person Committee and recommend 10 Person Committee use same means of communicating with consultants.

Dick Whitaker brought up concerns with having the consultants contact individuals on the subcommittees and that consultants should go thru Solicitor Chris Gabriel so everyone is on the same page.

Herm Suplizio made a motion to have Solicitor Chris Gabriel be the contact person for the consultants since he represents both the 9-person and 10-person committees. Second by Ed Walsh.

A roll call vote was taken.

Shawn Arbaugh – yes

Dan Kohlhepp – yes

Kris Kruzalak - yes

Joe Mitchell – yes

Chris Nasuti – yes

Kevin Salandra - yes

Herm Suplizio – yes

Ed Walsh – yes

Dick Whitaker - yes

Motion carried.

3. Sub-Committee Updates

Police (by Kris Kruzalak) – Number one topic is staffing. We need to come up with budget numbers and project out from both police departments working contracts so we can come to a close number for finance for minimum staffing. We are also looking at establishing patrol zones and that the patrol zones are staffed with enough officers. The next step will be working on a rank structure.

Public Works (by Chis Nasuti) – to date we have had an organizational meeting see how Sandy Township currently runs their public works department and how the City runs theirs. We received ideas on how we want to structure our committee. Once we get our assignments we will tackle them with department structure, job descriptions, facilities and make recommendations for the committee to move forward onto budget.

Fire (by Herm Suplizio) – The subcommittee has met twice. The first meeting was getting to know what the two departments are like. Second meeting was more aggressive in talking. We gave out assignments of the subcommittees to break down and talk to each of the (nine) fire companies that are out there now. Each fire company will get addressed twice to voice their opinions. We invited the solicitor to the next meeting. We hope to possibly meet once a week now that we know our assignments. Both meetings went very well.

Finance (by Joe Mitchell) Finance is a big task considering our subcommittee touches every single other subcommittee and really plays a big part in all of them. We haven't had a formal meeting yet because we are looking for that direction at this point. I think the overall structure of how we would like to see it move forward is not necessarily looking at the past or how departments will be put together basing budgets on how they operate now. We would

like to see each subcommittee put together an efficient operation and come back to us with what that looks like. We have to keep in mind what it cost in the past, and what those finances were, but not doing things just because we always have. Our committee is going to do its best to look at all the funding sources out there and make it happen.

Administration (by Shawn Arbaugh) We did have an organizational meeting. It went well and everyone is looking forward to it. We have some experts on the committee. One of the primary tasks is going to be facility locations, what are we going to do, where people are going to sit at the end of the day. Our next meeting will be at the City building so we can start walking thru some of the facilities and seeing what's here and getting people with construction experience to see what makes sense.

Codes / Zoning (by Dan Kohlhepp) We haven't had a first meeting. Meetings have been scheduled for the first and third Wednesday of each month at the City Building. Given the schedule of this committee we will look at that again. After the first meeting, we will be able to have subcommittee assignments and try to meet our schedule. Bringing two sets of ordinances together is intimidating. It will be interesting to see how we bring together rural, low-density zoning and very high-density zoning.

4. Consultant Update

LaToya Winfield, Eckert Seamans – We have been engaged by the committee to assist through the process in terms of reviewing the current operations, functions, budgets, and coming up with a plan for the transition. We just want to reiterate that we are here to assist you and help you thru the process and be involved in the communications, also making sure you understand your assignments to ultimately put together a draft consolidation and transition agreement. It is important for us to know what you need and want, and we need to understand the “why” so we can support recommendations we make.

LeeAnne Rogers, Pennsylvania Economy League – we are in the process of gathering some documentation based on our requests. As part of the grant process for the grant you have from DCED, we are also doing a STMP report which includes a financial analysis and management audit. Part of the STMP process is that we will give you a very robust set of recommendations for future things that need to happen. That becomes a foundation and a basis for future DCED funding and future STMP grant programs. It also becomes a good indicator for other grant resources whether State, Federal or other to show you have done the work.

Gerry Cross, Pennsylvania Economy League – you have a strong commitment of future funding from DCED right thru the consolidation date. DCED will tell you what they want. What's important is a recommendation with a dollar value. In my experience when you have a recommendation for something, and you don't put a dollar value in there and ask for that grant, they give you the low end.

Dick Whitaker recommended that committee chairs utilize the consultant's expertise, skills and resources. He appreciated the consultants for being at the meeting to answer questions.

Dan Kohlhepp asked if committee chairs can call consultants with questions. Solicitor Chris Gabriel said yes, referring to when consultants ask for documentation or information that they go through him as the contact making sure everyone stays on the same page.

5. Process for adding/removing Sub-committee members

Shawn Arbaugh brought up for discussion that several people have approached committee members about being on subcommittees. We need to determine a process for adding or removing members. Arbaugh talked to most of the members here and it seems like a good process that we would send the subcommittee chairman the name of the individual and what committee they would fit on and see if that individual would add any value to that committee. The subcommittee would discuss with the subcommittee members and determine if that person should be added or not. If that decision was a no, and the person really wanted to be on a committee, they could then approach the nine-member committee and the nine-member committee would make the ultimate decision if that person should be added or not, or more importantly be taken away.

Shawn Arbaugh made the motion that anyone who wants to join or be removed from a subcommittee, that their name is sent to the subcommittee chair for discussion with their members and their recommendation. If that person wants to essentially grieve that decision, it can be brought to the 9-person committee for a final determination.

Kris Kruzalak second the Motion. A roll call vote was taken.

Shawn Arbaugh – yes	Dan Kohlhepp – yes	Kris Kruzalak - yes
Joe Mitchell – yes	Chris Nasuti – yes	Kevin Salandra - yes
Herm Suplizio – yes	Ed Walsh – yes	Dick Whitaker - yes

Motion carried.

The question of whether subcommittee meetings should be open to the public was brought up. Solicitor Chris Gabriel stated that on a legal basis, the committee can decide. There is no legal requirement for them to be public meetings. Shawn Arbaugh mentioned these meetings are official meetings so there will be official minutes posted and available online to the public. Subcommittee chair contact information can also be available to the public.

Herm Suplizio made the motion to keep the subcommittees closed to the public.
Second by Dick Whitaker.

Shawn Arbaugh – yes	Dan Kohlhepp – yes	Kris Kruzalak - yes
Joe Mitchell – yes	Chris Nasuti – yes	Kevin Salandra - yes
Herm Suplizio – yes	Ed Walsh – yes	Dick Whitaker - yes

Motion carried.

6. Sub-committee task assignments

Dick Whitaker commended Shawn Arbaugh and Herm Suplizio keeping everyone up to date.

Kris Kruzalak asked regarding Police Development - is that supposed to be *Policy* Development? Solicitor Chris Gabriel confirmed it should.

Joe Mitchell asked if every subcommittee should have a budget assignment? Solicitor Chris Gabriel stated these tasks and assignments are a very broad view of what each subcommittee is supposed to be doing. This is so you have a start for the types of things we need to know so we can communicate with the consultant about the way the 9-person committee wants to move forward in the plan. Everyone should have coordination with the finance/budget piece.

Kevin Salandra stated budget coordination should be thru Joe as finance chair and not thru the admin committee. The salary, benefits and the pension plans will have to be done in coordination with multiple committees.

Joe Mitchell made a motion to accept the subcommittee task assignments with the noted changes from the discussion, moving banking and budget from Admin to Finance and adding budget line items to each subcommittee. Second by Kevin Salandra.

A roll call vote was taken.

Shawn Arbaugh – yes
Joe Mitchell – yes
Herm Suplizio – yes

Dan Kohlhepp – yes
Chris Nasuti – yes
Ed Walsh – yes

Kris Kruzalak - yes
Kevin Salandra - yes
Dick Whitaker - yes

7. Osborne Building

Herm Suplizio stated he has been contacted by the owner of the Osborne building regarding whether it would work as a police station, fire station, or admin building. Kevin Salandra asked what the asking price is. Suplizio was unaware at this time. Shawn Arbaugh said that Admin will look at it. Herm Suplizio mentioned that the City owns the property behind the Osborne building.

Joe Mitchell made the motion that we turn over looking at the Osborne building to the Administration and Facilities Committee to investigate the possibility of using it in the new municipality. Shawn Arbaugh second the motion.

A roll call vote was taken.

Shawn Arbaugh – yes
Joe Mitchell – yes
Herm Suplizio – yes

Dan Kohlhepp – yes
Chris Nasuti – yes
Ed Walsh – yes

Kris Kruzalak - yes
Kevin Salandra - yes
Dick Whitaker - yes

Motion carried.

OPEN MEETING TO THE FLOOR

Barry Abbott (via telephone) asked if the committee is handing out tasks to be performed, could the 10-member Board have access to that so they are aware what the subcommittees are working on. Dick Whitaker stated that should not be a problem.

Solicitor Chris Gabriel stated they are going to practice not tripping over the communication between the two committees – there is nothing that the 9-person committee is going to be doing that doesn't get told and coordinated with the 10-person committee. At the same time this committee should not go to the 10-person committee with every decision that it makes. That will be discussed at the next meeting with the 10-person committee. Kevin Salandra stated that he and Ed Walsh will make sure the 10-member Board is updated.

CLOSE MEETING TO THE FLOOR

ADJOURN

Herm Suplizio made a motion to adjourn. Kevin Salandra second.

A roll call vote was taken.

Shawn Arbaugh – yes
Joe Mitchell – yes
Herm Suplizio – yes

Dan Kohlhepp – yes
Chris Nasuti – yes
Ed Walsh – yes

Kris Kruzelak - yes
Kevin Salandra - yes
Dick Whitaker - yes

The meeting adjourned at 1:04 p.m.

Respectfully submitted:

Kristen Dunn
Consolidation Committee Recording Secretary