

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

**WEDNESDAY, FEBRUARY 23, 2022 @ 12:00 P.M.**

**MINUTES**

**MEETING CALL TO ORDER**

Dick Whitaker called the meeting to order at 12:00 p.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 FEBRUARY 9, 2022, MEETING**

Motion by Herm Suplizio, second by Shawn Arbaugh, to approve the Minutes of the February 9, 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.

## NEW BUSINESS

### **1. Sub-Committee Updates**

Police (by Kris Kruzalak) – The committee has started by addressing current shortfalls of both departments. Manpower and supervision were identified as the number one problem stating that the current drug problem in our area needs addressed with specialized services within the law enforcement agency. The Committee is also working to establish an investigation section within the department. The consolidation of both departments is the perfect opportunity to address these problems. Preliminary budgets are being looked at to be consistent with officer ratio based on population. In addition to increased staffing, we are looking at how we can reduce overtime, increase revenue, reviewing patrol zones, training, facilities, and all areas of improvement.

Public Works (by Chis Nasuti) – At the last meeting we received our assignments to develop the department structure and job descriptions, determine the facilities and equipment needed, our areas of responsibility, and develop a budget. The majority of our work so far has been trying to combine two unions. One of our goals is to develop job descriptions that will allow us to be flexible in multitasking so we can be more efficient with the crews we have. We have just begun to evaluate whether we can add positions to be more efficient rather than relying on contractors.

Fire (by Herm Suplizio) – We received our subcommittee assignments and right now are looking at department structure, locations, equipment and deployment and budget and capital items. We are hoping to resolve department structure very soon. Meetings have been going well and we are continuing to move forward.

Finance (by Joe Mitchell) We had the first meeting last week with introductions. Some of the employees on the committee brought the general-public members up to speed on governmental spending and how the accounting is done. We distributed audit numbers and budgets from the last couple of years to familiarize everyone. A few members are working on accounts receivable and what that will look like along with a potential taxation structure. Where the finances will come from is our biggest focus at this point as well as potential funding streams.

Administration (by Shawn Arbaugh) The biggest task right now is focused on buildings – where do we put everyone and how do we make everyone work in the most cost-effective manner. The Committee has toured the City building, and garages. Shawn has met with an architect to look at the City building layout to see what additions would be needed to bring all staff including police and Admin into one building. We handed out an organizational chart, equipment listing, and employee pay chart that we will be reviewing at our next meeting.

Codes / Zoning (by Dan Kohlhepp) – We had our first meeting last week with introductions. Our first goal is to get organized, then analyze and then resolve. The committee has begun looking at the structure of DuBois' ordinances and Sandy Township's ordinances. Zack Lawhead and Pat Green have volunteered to organize both sets of (ordinance) chapters, and



then they can be assigned to subcommittees. We distributed a matrix to all members. Our next goal is to look at similarities, inconsistencies, conflicts and contradictions.

## **2. Consultant Update**

LeeAnne Rogers, Pennsylvania Economy League – since the last meeting we have connected with each subcommittee. Our goal is to try and listen to subcommittees to help where there are questions or if there are specific areas where we can do research. We need to understand where you all are headed so we can help in terms of how we shape the STMP report as well as the joint agreement document. We have received almost everything we need for the financial analysis. I will follow up for the rest of the items we need. We are beginning the process of building out the budget. We've done an initial analysis with the feasibility study. The goal is to get you a projected budget. We will go through multiple iterations of that budget as we learn what the community has in mind as far as staffing, building costs, etc.

Attorney Adam Shienvold, Eckert Seamans – The subcommittees are moving fast. We are here as resources, both as legal and as consultants, for any issues that arise on any of the subcommittees. It is our job to take data that you figure out and implement it for you.

## **3. Ordinance Comparison Matrix Discussion**

Dan Kohlhepp made a motion to approve the Ordinance Comparison Matrix. Joe Mitchell 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 Kruzalak - yes  
Kevin Salandra - yes  
Dick Whitaker - yes

## **4. Sub-Committee Task Assignments Discussion**

Shawn Arbaugh brought up for discussion that some subcommittees are unsure of what the joint board wants them to focus on. We don't have parameters set by the Joint Board. We have subcommittees doing what they feel is best, but we don't want to get to the joint board and then be shut down. For example, our supervisors at Sandy Township are generally not in favor of increasing taxes. How should this be handled? – can we set parameters? The concern is spinning our wheels on something that isn't going to make it past the 10-member Joint Board.

Kevin Salandra said that at the finance committee level they discussed that the budget should start with the combined budget of the two municipalities.

Joe Mitchell stated that we should be looking at building an efficient and well-run operation. It is too early to say taxes won't be raised in 3-4 more years due to the increase in the cost of materials, general inflation, etc. We also need to concentrate on what the new city needs and go backward into the budget that way.

Herm Suplizio mentioned that because of inflation, possible new fire stations and the need for a drug task force and staffing items, we can't say at this point that taxes will not increase. We have to do what we think is right for the new municipality.

Kevin Salandra commented that this might be a conversation for the 10-person board because they are the ones agreeing to the new Agreement and they were under the impression that taxes were going to be saved based on the study that was done. He agreed that we don't want to be spending time on something we can't get by the 10-member Joint Board. Dick Whitaker stated that the study was done prior to inflation.

Kevin Salandra asked if we should have the subcommittee chairs update the 10-member Joint Board.

Dick Whitaker stated that the updates should come from the 9-member board not the subcommittees.

Solicitor Chris Gabriel stated that this committee is set up deal with the sub-committees, not the 10-member Joint Board.

#### **OPEN MEETING TO THE FLOOR**

Chris Nasuti announced that the Consolidation Website is up and running. There is a link to the page on both the City of DuBois website and Sandy Township's website. The new website includes contact information for all committee members as well as the Agendas and Minutes of the Meetings. The website can be updated weekly. When anyone has information or updates, please get that to him.

#### **CLOSE MEETING TO THE FLOOR**

Chairman Dick Whitaker called for an Executive Session at 12:45 p.m.  
Meeting reconvened at 1:55 p.m.

#### **ADJOURN**

Herm Suplizio made a motion to adjourn. Shawn Arbaugh second.  
A unanimous vote was taken.  
The meeting adjourned at 2:12 p.m.

Respectfully submitted:

Kristen Dunn  
Consolidation Committee Recording Secretary