

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

WEDNESDAY, MARCH 9, 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 23, 2022, MEETING

Motion by Herm Suplizio, second by Ed Walsh, to approve the Minutes of the February 23, 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) – I met with Zack Lawhead and received the police ordinances to review. Those have been designated to Mike Delullo from the subcommittee. He will report back at our meeting next week. We have been preparing documents for Mike Miller from Eckhart Seamans. The plan is to have documents for Mike next week. I will be in training in Harrisburg the week of the 21st and will meet with him while in Harrisburg. Those documents include the organizational chart, staffing rank structure, specialized division, and equipment.

Public Works (by Chis Nasuti) – We are currently working on Ordinance reviews. Each member is taking a different ordinance to review. We've submitted a draft organizational chart and job descriptions for the public works union portion. We have been receiving comments from the 9-member Committee and will take those comments to revise things as appropriate. We are evaluating our facilities and equipment. Last week we met with the mechanics and this week we will tour both facilities, look at equipment and come up with a recommendation for consolidation of the equipment and fleet.

Finance (by Joe Mitchell) – We have been looking over preliminary budget forecasts that we've put together from historical data and budgets from both municipalities. The majority of our discussion is getting our at-large members accustomed to the accounting methods of Government and also the sources of income and usage. We are continuing to review historical and projected data. We have begun to break our budgets out so we can delineate those different sources of income and expenses.

Codes / Zoning (by Dan Kohlhepp) – Latoya Bellemy from Eckert Seamans and Jerry Cross from Pennsylvania Economy League joined us by phone at our last meeting. We are in the process of reviewing all the ordinances between DuBois and Sandy. We have asked everyone to read the zoning chapters. Some members of the committee are reviewing the International Property Maintenance Code for some direction. We plan to have a set of chapter comparisons together for the next meeting.

Dick Whitaker presented an invoice in the amount of \$446.50 from Nupp Printing for the copying of both sets of Ordinances / Codes.

Dan Kohlhepp made the motion to have Dick Whitaker present the invoice to the 10-member Board for payment. 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.

Administration (by Shawn Arbaugh) – We are looking at the City building and what we need to do to get everyone together in the next three and a half years. We have a preliminary drawing and are starting to share that with some subcommittees to get feedback. We are also working on medical benefits and contracts.

Fire (by Herm Suplizio) – We were assigned four different projects to have done by June 1. The first item is department structure; second is locations; third is equipment and deployment and the fourth is budget and capital items. I have passed out to everyone here today a Memorandum to be discussed under Agenda item #4, regarding the Operation of the Fire Department and Department Structure.

2. Consultant Update

LeeAnne Rogers, Pennsylvania Economy League – both PEL and Eckert Seamans are connected in, and participating with, the subcommittee meetings. We are also reviewing items that are brought to us for specific review and we are keeping a close eye on schedules and deadlines. We circulated a brief Power Point presentation to the committee members that we would like to review at the next meeting.

3. Elected Officials Transition Plan

Shawn Arbaugh – the Administration Subcommittee has been looking at transitioning elected officials. The Admin Subcommittee is recommending we pass on to the 10-member Board to approve a plan in which all seven members of the new council are elected in November of 2025, with three council members elected for two-year terms, three elected for four-year terms, and a mayor elected for a four-year term. One minor amendment to the Memo is the Treasurer will be elected for a four-year term and the Comptroller will be a two-year term. We believe this gives the voters of the city and the township the full opportunity to choose their representation.

Chris Nasuti asked if there would be specific slots for the three four-year and the three two-year, or would it be by percentage of vote.

Shawn stated that was not discussed and can be resolved in the future.

Chris Nasuti asked if the existing municipalities would have to pass any Resolutions or Ordinances stating terms are going to end in 2024. Solicitor Chris Gabriel stated that this committee does not have to - that is something that will be dealt with by their respective solicitors.

Chris Nasuti made a motion to pass on to the 10-person Board the Elected Officials Transition Plan, which will take place in November, 2025, with the amendment of the Comptroller being elected for a two-year term. 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 Kruzelak - yes
Kevin Salandra - yes
Dick Whitaker - yes

Motion carried.

4. Operation of the Fire Department – Department Structure

Herm Suplizio stated that the fire department subcommittee voted unanimously that the fire department should run as one department. He distributed a Memorandum from the Fire Subcommittee for everyone's review. It is our recommendation to the 9-member committee that the new city run as one department.

Shawn Arbaugh made the motion to send the recommendation Memorandum to the 10-person Board for approval. Second by Kevin Salandra. A roll call vote was taken.

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

Dan Kohlhepp – no
Chris Nasuti – no
Ed Walsh – yes

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

Motion carried.

There was discussion about voting on items that are brought to the meeting without members having a chance to review the item for any length of time. Kevin Salandra also mentioned it would also be more beneficial to receive the agenda packets prior to the day before the meeting. Herm Suplizio stated that he may bring items to a meeting so he can discuss the matter in person, with the understanding it will be voted on at the following meeting.

Solicitor Chris Gabriel suggested as a procedural matter the Subcommittee Chairs should submit items to vote on to the Committee no later than the Thursday prior to a meeting. Agenda items and inclusions to the Agenda packets should be given to Kristen by Friday at noon so the packets can be sent out Friday, or Monday morning at the latest.

5. Paying of Consultant Invoices

Shawn Arbaugh presented invoices from Eckert Seamans and Pennsylvania Economy League to be approved for payment:

- Eckert Seamans Invoice #1672527 for \$19,757.72
- Eckert Seamans Invoice #1668071 for \$11,667.50

Terri Cunkle from DCED reminded everyone that those costs are reimbursable, and that they do not need to be expended first. You can submit the costs along with the invoices to DCED for grant payment removing your 10% match. Then pay PEL and Eckert Seamans when the Department of Treasury deposits the funds to you.

Herm Suplizio made the motion to present these invoices to the 10-member Board to approve payment with the recommendation that the 10-member Board submit it to DCED with the adjustment for the 10%. Shawn Arbaugh 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

Motion carried.

OPEN MEETING TO THE FLOOR

Chris Nasuti wanted it noted that he is in favor of the fire department operating as one department, he just feels strongly about not voting on something the day we receive information.

Chris Nasuti also reminded everyone that the consolidation website has all the members names and contact information, and all the Agendas for the both the 10-person Board and 9-person Committee as well as all the Minutes from both meetings.

CLOSE MEETING TO THE FLOOR

Chairman Dick Whitaker called for an Executive Session at 12:43 p.m.

Meeting reconvened at 1:15 p.m.

ADJOURN

Herm Suplizio made a motion to adjourn. Shawn Arbaugh second. (Unanimous vote). The meeting adjourned at 1:20 p.m.

Respectfully submitted:

Kristen Dunn
Consolidation Committee Recording Secretary