

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

**WEDNESDAY, MAY 25, 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 - by phone

Kris Kruzalak

Joe Mitchell

Chris Nasuti

Kevin A. Salandra

Herm Suplizio

Ed Walsh

Dick Whitaker

Staff Present:

Kristen Dunn – Recording Secretary

LaToya Bellamy, Eckert Seamans – by phone

LeeAnne Rogers, PEL – by phone

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 MAY 11, 2022, MEETING**

Motion by Ed Walsh second by Shawn Arbaugh to approve the Minutes of the May 11, 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 remainder of our tasks were submitted on Friday. This update is covered under Agenda Item #3.

Public Works (by Chis Nasuti) – We presented the equipment management and capitol budget recommendations at the last meeting. We sent up the job descriptions and organizational chart. We still need to send up the equipment recommendation and capital budget. We have no further updates.

Finance (by Joe Mitchell) – The consultants completed the financial analysis. It was presented to a small number of people. I have a scheduled presentation to review it tomorrow.

Codes / Zoning (by Dan Kohlhepp) – We have completed our work for phase I assignments. We are continuing to reduce 18 zoning districts to 9. We are also continuing to put together a consolidated zoning map. Residents are asking questions and giving input. I would like to emphasize that we are not a Zoning Board or a Planning Commission, we are just highlighting problems and putting things together. We are not writing provisions of the zoning code.

Administration (by Shawn Arbaugh) – We had a meeting yesterday to finalize our tasks and we will be submitting a large packet of information for the next meeting. The last remaining item is budget and benefit items, but it is too early to do a lot with that at this point. We are planning to work with the finance committee to look at what the budget items entail.

Fire (by Herm Suplizio) – The fire subcommittee reached out to Representative Glenn Thompson, and he is coming to talk with the committee. Also members are going to be reaching out to City Council members and Township Supervisors to see if they have any questions or comments for their subcommittee.

Parks and Recreation (Sam Mollica, subcommittee member) – We discussed what land the City and the Township have and what can be done in the future with that land. We discussed ideas that were submitted to us, and one member suggested doing a survey with the residents to see what they would really like to see happen in the future.

A motion was made by Kevin Salandra to send up the Public Works Subcommittee equipment recommendation and capital budget to the 10-member Board. Second by Kris Kruzalak.

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. Consultant Update

LeeAnne Rogers – On May 16 the consultant team was in DuBois and provided an update and status report to the Joint Board. It included anticipated delivery for both phase 1 and phase 2 deliverables. We reviewed tasks completed, in process and not yet started as well as an analysis of the timeline for the project budget. We are also working on the financial analysis. We had a preview with two representatives from Sandy Township and we have a preview scheduled with two representatives from DuBois tomorrow. We anticipate presenting the financial analysis to this committee at the June 8 meeting. We continue to address questions as they come in.

Dick Whitaker – I had a chance to sit and talk to Adam and yourself and one of the questions Adam asked was about the fact that we encouraged people not to call the consultants unless they had something to consult about to save money. Adam stated we have a “not-to-exceed contract” of \$200,000. We are trying to save money, however your team isn’t really concerned with that. Is that accurate?

LeeAnne Rogers – that is accurate. Based on our review of the project expenses through the first four months, we are operating within the budget we anticipated. We are just under 50% at the four-month mark and a lot of consultants’ work has been behind the scenes, namely the financial analysis. You’re correct that it is a not-to-exceed contract. If we did not budget accurately the number of hours this project would entail, that is on the consultants. We will still be there to work with the communities and answer questions and complete the project even if we are at the not-to-exceed limit.

Dick Whitaker – Our subcommittee here has pretty much completed our initial tasks. Adam informed me there would be a lull while you’re processing our work and the 10-member Board is doing their job. We don’t want to meet just to meet. Some of the committees are done for a while until we get additional tasks. Is that also correct?

LeeAnne Rogers – As we get all of the final reports from subcommittees and we present the financial presentation, which will give committee members a good sense of where both municipalities are currently financially and where they’ll be over the next several years, then we will have work to do of taking approved policy recommendations from the joint board, pricing those out and providing that information. There will be more tasks to come. The initial work subcommittees have done is nearing completion until new tasks come out.

Dick Whitaker – A 10-member Board member asked that we do more analysis at the 9-member committee level on reports we send up. I am not comfortable with that because I’m not an elected official, would that be appropriate?

LaToya Bellamy – If the joint Board is assigning specific tasks to the Consolidation Committee that is within their authority of something they can delegate, which Chris Gabriel may want to weigh in on, then it would seem appropriate assuming they are giving direction.

Dick Whitaker – we are open to the public. I think people would be hesitant to express their real feelings if it would end up in the press. How do we handle that? Are we able to discuss those things in Executive Session?



LaToya Bellamy – to the extent that this committee is going to take any action or dispose of any business, that must be done in the public. There are exceptions to things that can be discussed in executive session like personnel matters, real estate sales, etc. But taking action, adopting or approving something – that has to be done in public. It may make sense to get some clarification of what they are delegating to this body and go from there.

Chis Nasuti – without knowing the context or content of the presentations made to the two people at Sandy that are being presented to two City members tomorrow, my opinion is presentations should be to full subcommittees, 9-person or 10-person. We formed the committees for a purpose and in my opinion the consultants shouldn't be meeting with a select group from either side.

LeeAnne Rogers – when we do financial presentations for municipalities as part of the STMP programs, we often have conversations with staff, or a smaller group to preview the information in case we're missing something or if there are key questions that we need to make sure we answer for the larger body. We are just making sure we don't miss something or misconstrue some of the analysis. The base presentation is exactly the same as you will see on June 8. It is part of our standard procedure.

Shawn Arbaugh – would it be possible to send that out to this 9-member committee to get to Kristen Dunn on Friday, June 3 so it can be reviewed beforehand, and if they have questions, they can come to the meeting prepared to ask them.

LeeAnne Rogers – I think that is reasonable goal. We will try to get that out to Kristen on Friday.

### **3. Police Subcommittee Final Task – Part 2**

The reminder of our tasks are up for review. All the items we addressed we sent to Chris Gabriel and the consultant, Mike Miller. They reviewed all the documents and okayed for submission. One document was the new Civil Service Code. We addressed the Civil Service section and as long as it's in the transition plan, we shouldn't have any issues with the City officers or the Township officers being grandfathered into the new Civil Service Code. Shawn McCleary incorporated a lot of the Civil Service Code from the City into the new one. We had to address the transition plan of the Township officers being grandfathered in. It will be up to the 10-member Board if it is in the transition plan. The FOP Attorney agreed with the tenure of the Township officers being addressed in the Civil Service Code. Chris Gabriel and consultant, Mike Miller, reviewed this and also okayed the submission.

Shawn Arbaugh – That question was submitted to PEL and their consultant team back in October of 2021 and they gave a written response on that question which mirrors what Kris states in his Civil Service recommendation.

LeeAnne Rogers – I reviewed what we provided back in October, and it is still correct. I passed it to Mike Miller to validate and if I learn anything different, I will reach out to the committee members to let them know if there is any change.

Dick Whitaker – It is my impression that Mike Miller already approved it. Going forward, after consolidation or even from this point forward, are the officers you hire going to be Civil Service Officers?

Kris Kruzalak – Any new officers would have to go through the Civil Service Code because that will be considered an appointment. Right now it's a transition. As long as this Civil Service Code is in the transition plan, any Township officer would be a transitional employee.

Shawn Arbaugh – If the Township hired another police officer tomorrow, they wouldn't fall under the Civil Service Code. Kris Kruzalak said that is correct. It would be day one of the new city. Any new officers from that point would have to follow the new Civil Service Code.

Kris Kruzalak – The remainder of the submissions were job description and justifying our rank structure in different positions. Other items were comparisons of what equipment the City has and the Township has. We are hoping there is grant money for capital equipment initial startup.

Ed Walsh – Is there a possibility that we can reduce the number of sergeants and corporals and still maintain status quo or is that the exact number you need for the new city?

Kris Kruzalak – This is what we recommend for different levels of supervision. It is good to have different levels of supervision so one person isn't supervising too many people. The levels of supervision are what protect a municipality against liability.

Ed Walsh – Would the Chief and Assistant Chief be out on patrol occasionally?

Kris Kruzalak – Those two positions would not be in the bargaining unit in order to be administrative and deal with discipline. They would not be excluded from doing some police work – assist or supervise at a call or react on a traffic violation.

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

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

#### **ADJOURN**

Herm Suplizio made the motion to Adjourn. Kevin Salandra second.

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.

Dick Whitaker adjourned the meeting at 12:46 p.m.

Respectfully submitted:

Kristen Dunn

Consolidation Committee Recording Secretary