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

WEDNESDAY, JUNE 22, 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 - *Absent*
Dan Kohlhepp
Kris Kruzelak
Joe Mitchell
Chris Nasuti
Kevin A. Salandra
Herm Suplizio
Ed Walsh
Dick Whitaker

Staff Present:
Kristen Dunn, Recording Secretary
Bobbie Shaffer, DuBois City Secretary

Chris Gabriel, Solicitor
LaToya Bellamy, Eckert Seamans – via phone
Adam Shienvold, PEL
LeeAnne Rogers, PEL
Others Present: See 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 JUNE 8, 2022, MEETING

Motion by Herm Suplizio second by Ed Walsh to approve the Minutes of the June 8, 2022, meeting. A roll call vote was taken.

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

Motion carried.

OLD BUSINESS

1. Police Subcommittee Final Task – Part 2 – May 25 presentation

Kris Kruzelak – I am open for discussion on the handouts presented at the previous meetings. I would like to note that many of the job descriptions will justify the rank structure. I received questions from the 10-member Board that will be answered with those job descriptions.

Dan Kohlhepp – The organizational chart is a stand-alone chart showing that you will not report to anyone. The Administration Committee chart appears to show that the police department will report to the new City Manager. Is that correct?

Kris Kruzelak – The Administration Committee put out a chart for the entire new city, our organizational chart is just for the police department. The Chief of Police will answer to the Mayor and the Manager.

Some of the questions received from the 10-member are going to be answered by inviting members of the 10-member board to sit down with the police subcommittee to give them the opportunity to ask questions and clarify some things.

Ed Walsh made the motion to pass the Police subcommittee presentation and recommendations to the 10-member Board. Kris Kruzelak second.

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

Motion carried.

NEW BUSINESS

1. **Sub-Committee Updates**

Police (by Kris Kruzelak) – Nothing in addition to recommendation

Public Works (by Chis Nasuti) – No updates or new items at this time

Finance (by Joe Mitchell) – We met this week to discuss the PEL report. The following are the points that I will email to LeeAnne Rogers as a request to make part of the report:

1. Include capital improvement estimate from historical data and provide an approximate budget for capital expenditures into the future
2. Reserve Fund balances including an estimate of yearly incomes and expenses.
3. There should be some sort of note on the pension plans because they are something that could greatly affect the overall financial picture going into the future. An actuary might need to be contracted to project those calculations in the future.
4. Include the Sandy Township Water and Sewer Authority income and expense and break out DuBois Water and Sewer income and expenses from the General Fund.

a. Separate water and sewer from general fund
b. Create a sandy township water and sewer page similar to pages 12 and 13 of the report
c. Create a water and sewer calculations page similar to page 17 of the General Fund calculations page.

Kevin Salandra – That was unanimous consent of everyone who attended the Finance subcommittee meeting.

Adam Shienvold – I think it would be valuable to input from PEL on some of those questions because I think we are mixing up the purpose of the report that was already delivered with the work that's being done for the next phase which is forward looking. I want to be clear on what the Committee is asking the consultants to provide.

Joe Mitchell stated it should be clear where the concerns are with the report once he sends the bullet points from the finance committee.

Adam Shienvold – The next looking-forward consolidated budget will capture the issues with General Fund revenues, capital expenditures and estimates for liquid fuels and things of that nature.

Joe Mitchell said we are not asking for you to project that forward, we want a snapshot in time of where it was and an historical analysis so you can project a budget going forward.

Kevin Salandra – there are items in there that are differences in accounting. For example, for Liquid Fuels money the Township reports all of our revenue and expense in our liquid fuels fund. The City reports the revenues in the liquid fuels fund, and if there's an expense made from the Fund, they reimburse the General Fund. The General Fund for the City shows liquid fuels expenses whereas the General Fund for the township doesn't. It's not comparing apples to apples.

LeeAnne Rogers – We appreciate listening in to meetings and that you will send us points and questions. We are looking into how liquid fuels money is recorded as well as salaries, etc. In terms of capital, that is something that is outside of the initial goal of the report that was delivered. We will be looking at capital as we go forward. Instead of trying to change the report, we may do these as additional slides to clarify them. We will be prepared for the July 18 meeting.

Ed Walsh made a motion to forward the above four concerns via email to the Consultants to update the report before going to the 10-member Board. Kevin Salandra second. A roll call vote was taken.

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

Motion carried.

LeAnn Rogers mentioned if there is any additional input from any of the other committees, please submit that as soon as possible.

Codes / Zoning (by Dan Kohlhepp) – Nothing to report

Administration – No Updates

Fire (by Herm Suplizio) – We are continuing to meet going over questions and answers

Parks and Recreation – Nothing to report

2. Consultant Update

Adam Shienvold – we are continuing to work with the finance committee to answer questions and to develop the reports that have been requested relating to the annual review and for developing a consolidated budget report. We are looking forward to the July 18 joint Board meeting to present financials and answer questions. We submitted the draft STMP report on June 15 for the requirements under the RFP. We will be updating that report as the process moves forward as we obtain policy decisions from the Joint Board and additional recommendations. Our upcoming deliverables are the Consolidated Budget looking forward and the Consolidation Timeline that is to be presented later this summer. We are working on identifying the outline of that timeline. In the upcoming weeks we are scheduling meeting with Shawn and Herm and DCED to review some matters.

Herm Suplizio verified that the consultants are coming on Monday July 18. Adam Shienvold confirmed.

Adam Shienvold - Our next deliverable on July 15 is the consolidated budget. Whether that July 15 date can be met is to be determined given that many committee recommendations have been tabled for consideration by the Joint Board.

3. Invoices to Pay

Cafardi Ferguson	$ 6,685.25
Cafardi Ferguson	$ 344.00
Eckert Seamans	$40,318.65

A motion was made by Herm Suplizio to pay the invoices as presented. Second by Kevin Salandra. A roll call vote was taken.

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

Motion carried.

OPEN MEETING TO THE FLOOR

Ed Walsh wanted to congratulate Dana Smith who was voted local fire fighter of the year.

Dick Whitaker wanted to thank the media for coming to the meetings and reporting accurately.

A motion was made by Joe Mitchell to cancel the July 13, 2022, Consolidation Committee Meeting. Second by Herm Suplizio. A roll call vote was taken.

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

Motion carried.

CLOSE MEETING TO THE FLOOR

ADJOURN

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

Dan Kohlhepp – yes	Kris Kruzelak - 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 12:35 p.m.

Respectfully submitted:

Kristen Dunn
Consolidation Committee Recording Secretary