

City of DuBois/Sandy Township Joint Board Minutes – October 17, 2022

City Council Chambers, City Building, 16 West Scribner Avenue, DuBois, Pennsylvania on Monday, October 17, 2022 @ 6 p.m. the DuBois/Sandy Joint Board convened. Board Members present were: Barry Abbott, Jim Aughenbaugh, Bill Beers, Diane Bernardo, Shane Dietz, Shannon Gabriel, Sam Mollica, Kevin Salandra, Mark Sullivan, and Edward Walsh. Also present: City Manager, John “Herm” Suplizio; Township Manager, Shawn Arbaugh; City Engineer/Public Works Director, Chris Nasuti; DuBois Redevelopment Authority Director/Assistant Public Works Superintendent, Joe Mitchell; City of DuBois Public Works Superintendent, Scott Farrell; Police Chief, Blaine Clark; Sandy Police Chief, Kris Kruzelak; DuBois/Sandy Joint Board Solicitor, Chris Gabriel; and City Secretary, Bobbie Shaffer.

The meeting was called to order at 6 p.m. and the Pledge of Allegiance was led by Edward Walsh.

Public Comments on Agenda Items Only

No Public Comments

Old Business

No Old Business

Approval of Minutes

September 19, 2022

The motion was made by Beers and seconded by Sullivan that the DuBois/Sandy Joint Board approve the minutes of September 19, 2022 as presented. Roll call was as follows: Abbott, yea; Aughenbaugh, yea; Beers, yea; Bernardo yea; Dietz, yea; Gabriel, yea; Mollica, yea; Salandra, yea; Sullivan, yea; Walsh, yea. Motion passed 10 – 0.

New Business

Consolidation Agreement

(Any Questions or Concerns to Manager’s by October 24th)

Manager Suplizio stated that the Consultant’s, Attorney Gabriel and the Managers had met regularly to work out the 11 – 12 points. This agreement is the product of the responses to those points. Everyone on the Joint Board has been presented with a copy for review.

Manager Arbaugh reiterated that if anyone has questions or concerns to get them to your Manager and if they don’t have the answer they will check with the consultants.

Walsh wanted to know if at any point the public will be allowed to ask questions.

Attorney Gabriel stated that it is currently in the Joint Board’s packet to review – we’ve been given approximately one month to make any revisions. But the public can ask questions at the next meeting during the Public Comments on Agenda Items Only period. The Consolidation Agreement will be on the agenda and will come up for vote after that period.

Salandra wanted to know if the consultant will do a presentation on the agreement.

Adam Shienvold of Eckert Seamans was on the telephone and stated that they had not planned on making a presentation on the agreement. The draft agreement was presented on September 30 and has been revised three to four times since then. He went on to say as they have made presentations throughout the process they did not feel it was necessary; although, they would be happy to respond to any question or concerns.

Attorney Gabriel stated that all members were given a copy of the agreement in writing and approximately one month to make any changes. We hope to pass this agreement at the next meeting.

Beers believes the Consolidation Agreement should be put on both websites. He then proceeded to correct Solicitor Gabriel on the timeline. He said we have two weeks not a month.

Attorney Gabriel said he was referring to when the Board was first given the draft.

Abbott wanted to know if we needed to vote to have the agreement put on the website.

Attorney Gabriel said no.

Recommendation from EMS Interview Panel

MEMORANDUM

TO: DuBois/Sandy Joint Board
FROM: EMS Interview Panel
RE: EMS Proposal for services to Sandy Township and DuBois City
DATED: October 12, 2022

The purpose of this agenda item is to recommend that the Joint Board approve awarding the EMS proposal to Amserv LTD / Dusan Community Ambulance Service for emergency services within DuBois City and Sandy Township from January 1, 2023, through December 31, 2025.

Request For Proposals (RFP)

On July 26, 2022, after Joint Board approval, an RFP was issued and advertised to seek emergency service providers to provide emergency services for DuBois City and Sandy Township from January 1, 2023 through December 31, 2025. The RFP was also directly sent to DuBois EMS, Dusan, Penn Highlands, and Clearfield EMS. The proposals were due on or before September 26, 2022. The only proposal we received was from Amserv LTD / Dusan Community Ambulance.

Interview

On October 6, 2022, Herm Suplizio, Kris Kruzelak, Blaine Clark, Scott Farrell, Sam Mollica, and Shawn Arbaugh conducted an interview with four representatives of Dusan. Additionally, Jeremy Ruffner, County 911 Coordinator, reviewed the proposal and provided questions for the interview as he wasn't available for the interview.

During the interview, Dusan provided the management team's qualifications and backgrounds, community services they provide to DuBois and Sandy at no cost, quality assurance and training programs, transport service agreement with Penn Highlands, operational plans, vehicles and assets, and several other items.

All participants in the EMS Interview Panel were impressed with the responses to the questions, the qualifications of Dusan, and the services they provide. All participants recommended awarding the proposal to Dusan.

Walsh stated the Interview Panel was made up of Managers Suplizio & Arbaugh; Police Chiefs Kruzalak & Clark; Sandy Fire Chief Burgeson; Scott Farrell, EMA Director; and Supervisor Mollica sat in.

Manager Suplizio said the meeting lasted one hour and the AmServ representative, Josh McMinn, is in the audience this evening.

Manager Arbaugh stated we sent the RFP out on July 26 and opened bids on September 26th. We sent the RFP to four entities: DuBois EMS, AmServ, Penn Highlands Healthcare, and Clearfield EMS. We also advertised in the newspaper and put a copy of the RFP on the website. We only received one proposal and it was from AmServ. He went on to say that it was a great interview.

Beers clarified that we gave people 60 days not the standard period to respond.

The motion was made by Gabriel and seconded by Sullivan that the DuBois/Sandy Joint Board accept the recommendation of the EMS Interview Panel and award the contract to AmServ LTD/DuSan Community Ambulance as proposed. Roll call was as follows: Abbott, yea; Aughenbaugh, yea; Beers, yea; Bernardo yea; Dietz, yea; Gabriel, yea; Mollica, yea; Salandra, yea; Sullivan, yea; Walsh, yea. Motion passed 10 – 0.

Admin Sub-Committee Recommendation: Organizational Chart/Consolidated Employees – Consolidation Agreement

MEMORANDUM

TO: 10-Member Joint Board
FROM: Administration Sub-committee
RE: Organizational Chart / Consolidated Employees – Consolidation Agreement
DATED: September 6, 2022

The purpose of this memo is to seek Joint Board approval to include the attached organizational chart and language into the Consolidation Agreement that is required to be executed on or before November 30, 2022. The purpose of including these items into the Consolidation Agreement is to calm employee fears of job loss due to the consolidation, prevent the loss of valuable employees needed for a successful consolidation, and to allow the management teams to create and implement training plans and skillset improvement plans for a smooth transition into a consolidated entity.

Consolidation Agreement Language

The 10-member Joint Board hereby adopts the Consolidated Organizational Chart with the following conditions:

1. The Organizational Chart can be amended to remove employees that are voluntarily or involuntarily separated before December 30, 2025.
2. The Organizational Chart can be amended to add new positions and new employees as approved by the 10-Member Joint Board.
3. The Organizational Chart can be amended to remove positions if economic conditions significantly deteriorate. If positions are removed, the 10-member Joint Board will make all attempts to keep employees and remove positions through attrition.
4. Employees for foreman positions in the Public Works Department will be determined through the transition planning process.
5. Employees for sergeant and corporal positions in the Police Department will be determined through the transition planning process.
6. Employees for the Manager, Assistant Manager, Chief, and Assistant Chief positions will be determined through the transition planning process.

follows: Abbott, yea; Aughenbaugh, yea; Beers, yea; Bernardo yea; Dietz, yea; Gabriel, yea; Mollica, yea; Salandra, yea; Sullivan, yea; Walsh, yea. Motion passed 10 – 0.

The motion was made by Gabriel and seconded by Aughenbaugh that the DuBois/Sandy Joint Board approve paying the Eckert Seamans Invoice No. 1703952 dated 08/31/22 in the amount of \$14,337.64 as presented. Roll call was as follows: Abbott, yea; Aughenbaugh, yea; Beers, yea; Bernardo yea; Dietz, yea; Gabriel, yea; Mollica, yea; Salandra, yea; Sullivan, yea; Walsh, yea. Motion passed 10 – 0.

The motion was made by Aughenbaugh and seconded by Deitz that the DuBois/Sandy Joint Board approve paying the Eckert Seamans Invoice No. 1706914 dated 09/30/22 in the amount of \$12,592.00 as presented. Roll call was as follows: Abbott, yea; Aughenbaugh, yea; Beers, yea; Bernardo yea; Dietz, yea; Gabriel, yea; Mollica, yea; Salandra, yea; Sullivan, yea; Walsh, yea. Motion passed 10 – 0.

Salandra asked if we are close to the grant amount.

Chris Nasuti, who has been making the submissions to DCED, stated he feels we still have approximately \$10,000 available.

Joint Board Member Comments

Bernardo

Congratulated AmServ on the award. She went on to say, that they deserve the recommendation as they put a lot of work into their proposal and showed they were serious and committed.

Sullivan

Thanked AmServ.

Aughenbaugh

Ditto. Good Job.

Abbott

Thanked the Managers for all their hard work with the Attorney and Consultants on the Consolidation Agreement. He appreciates the work everyone put in to bring it to fruition.

Mollica

Stated that he sat in on the Emergency Services Interviews and was quite impressed with AmServ's proposal. He went on to say that he learned a lot.

Gabriel

Wanted everyone to know that the RFP will go in effect on January 1, 2023, and not wait until the Consolidation is totally in place. We will all have better coverage the beginning of the year.

Arbaugh

Wanted to update everyone on some things that are happening.

- Joint Training for Public Works with North Central on December 14th
- Joint Police Grant

- Going to talk to PennDOT Connect about what happens in 2026
- Working on Brady Township Water
- Crews working together on Kiwanis Trail and Shaffer Avenue; they work well together.

Suplizio

Also, wanted to update everyone on a few items.

- Working on Shaffer/Pifer and Kiwanis Trail
- DuBois is flushing now and then Sandy will be flushing
- Continuing to meet with Brady Township about Water
- Asked Chris Nasuti to talk about some projects:
 1. Maple Avenue is coming to an end; currently we're working between Tenth and Oklahoma Salem Road. Paving the incoming and working on the out-going.
 2. We will then pave the roads used as detours.
 3. Then mill and re-pave Maple.

We are so ready for this project to be done; should be finished by the end of November.

DuBois/Sandy 9 Person Consolidation Committee

Mr. Whitaker stated there is nothing to discuss; so we should probably cancel but he would like the sub-committees to continue to meet and finish their work. The motion was made by Beers and seconded by Gabriel that the DuBois/Sandy Joint Board cancel the DuBois/Sandy 9 Person Consolidation Committee Meeting of October 26, 2022 at Noon. Roll call was as follows: Abbott, yea; Aughenbaugh, yea; Beers, yea; Bernardo yea; Dietz, yea; Gabriel, yea; Mollica, yea; Salandra, yea; Sullivan, yea; Walsh, yea. Motion passed 10 – 0.

- Park & Recreation Sub-Committee – Did we vote for the chairman at the 10 Person Joint Board? Jim Pullman would like to hand the Chair to Ryan Glass. It was agreed that the sub-committees should handle in-house.
- Fire Sub-Committee – Next meeting November 9th. John Urn, Dana Smith, and Herm Suplizio went to the Treasure Lake Board Meeting and will be attending three more to try and finalize where the station should be located. They are still trying to put together Oklahoma and Volunteer and find a location.
- Project in the City Park – Softball, Basketball, and T-Ball Field Improvements
Receiving a \$1,250,000 RCAP grant and we will probably have to get a loan until we receive the reimbursement. Just wanted everyone to know about the project in case it runs into 2026. He recalls a few meetings back there was a vote that all future loans would go through the DuBois/Sandy Joint Board.

Sullivan

He believes the agreement, doesn't start until January 2023.

Walsh

The City is not actually borrowing money we are just using it until the RCAP funds come. Once we receive the RCAP it will pay off the loan.

Attorney Chris Gabriel

Wanted to echo what everyone else had said about how much work the Managers did to help the Consultants prepare the Consolidation Agreement.

Sullivan

Talking about improvements, the second water fall at the top of the boulevard is excellent.

Gabriel

For everyone who wants to know why the wall is two different colors we will be staining it.

Open Meeting to the Floor

Angeline Deleroso

Wanted to know if the improvement in the park will be visible to the public.

Suplizio said yes it will be a new softball field and basketball courts.

Whitaker asked if there would be a rendering of the improvements.

Suplizio said he hopes so. He went on to say they would like to start in March and have it done by June.

Deleroso asked about the skate park.

Suplizio stated the skate park will stay and we will be moving the fence at the garage back to make more parking (40 spaces).

Dick Whitaker

Stated that it doesn't matter how much the consultant fees are they still have to do the work to completion.

Adam Shienvold from Eckert Seaman's stated that when they finish the project he believes they will be below the amount budgeted; and the contract was written as "not to exceed the amount contracted".

Close Meeting to the Floor

Adjourn

There being no further business to transaction; the motion was made by Beers and seconded by Sullivan that the Joint Board adjourn. Roll call was as follows: Abbott, yea; Aughenbaugh, yea; Beers, yea; Bernardo yea; Dietz, yea; Gabriel, yea; Mollica, yea; Salandra, yea; Sullivan, yea; Walsh, yea. Motion passed 10 – 0.

ATTEST: _____ APPROVED: _____