

CITY OF DUBOIS/SANDY TOWNSHIP JOINT BOARD MEETING MINUTES
Wednesday, March 20, 2024 @ 6 p.m.

City Council Chambers, City Building, 16 West Scribner Avenue, DuBois, Pennsylvania on Wednesday, March 20, 2024, at 6 p.m.; DuBois City Council and Sandy Township Supervisors convened at their Joint Board Meeting. Board Members present were: Barry Abbott (by phone), Bill Beers, Shane Dietz, Elliot Gelfand, Jennifer Jackson, Sam Mollica, Pat Reasinger, Mark Sullivan and Richard Whitaker. Also present were: Interim City Manager, Chris Nasuti; Sandy Township Manager, Shawn Arbaugh; Redevelopment Authority Director, Joe Mitchell; Finance Director, DeLean Shepherd; Acting Police Chief Shawn McCleary; Sandy Township Chief of Police, Kris Kruzalak; and City Secretary, Korbi Slocum.

Pledge of Allegiance

The meeting was called to order at 6 p.m. and the Pledge of Allegiance was led by Co-Chairman Mark Sullivan. The board also observed a moment of silence for former DuBois Fire Chief Charles "Tom" Swauger, Sr., who passed away March 15, 2024.

Roll Call

Roll call was taken. Nine board members were present, Abbott (by phone). Jim Aughenbaugh was absent.

Executive Session (Personnel) – 5:00 p.m. on 2/21/24

Sullivan announced an Executive Session was held prior to the Joint Board meeting to discuss personnel matters.

Public Comments on Agenda Items Only

There were no comments.

Old Business

Managers' Progress Report

- Facility Use/Staff Locations
- Organizational Chart
- Special Counsel Contract Update

Nasuti presented a recommendation to propose using the current City building as the municipal building for the new City. The Police Department will occupy the first and third floors with administration on the second floor. It would require renovations with the addition of locker rooms for the Police Department and offices for administration. The current Sandy Township building will be used for EMA and file storage. The garages will be used by the Police and Public Works departments. The anticipated budget is \$3,500,000 - \$4,000,000.00 for improvements to both facilities with 50% of the funding coming from a RACP grant and 50% from police funding and capital funds from both municipalities. Because RACP is a reimbursement grant program, we would need short-term interim financing until the reimbursement is received. This is a conceptual plan, so it is requested that the board approve advertising an RFP for architectural services.

The motion was made by Beers and seconded by Mollica to accept the recommendation to use the current City municipal building with renovations as the new municipal building. Roll call was as follows: Beers, yea; Dietz, yea; Gelfand, yea; Jackson, yea; Mollica, yea; Whitaker, yea; Abbott, yea; Reasinger, yea; Sullivan, yea. Motion passed 9-0.

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The motion was made by Whitaker and seconded by Jackson to move forward with the financing being capped at \$4,000,000.00. Roll call was as follows: Beers, yea; Dietz, yea; Gelfand, yea; Jackson, yea; Mollica, yea; Whitaker, yea; Abbott, yea; Reasinger, yea; Sullivan, yea. Motion passed 9-0.

The motion was made by Beers and seconded by Reasinger to advertise an RFP for architectural services for renovations good for 30 years to the current City building. Roll call was as follows: Beers, yea; Dietz, yea; Gelfand, yea; Jackson, yea; Mollica, yea; Whitaker, yea; Abbott, yea; Reasinger, yea; Sullivan, yea. Motion passed 9-0.

Arbaugh reported an interim organizational chart was provided to the board allowing both municipalities to move forward in a cooperative and productive manner. Nothing in the chart changes the conditions or terms of employment, but it provides some security for employees so they know the staffing plans and allows for cross-training as consolidation moves forward. It will bring staff members together for a cohesive environment and allow for a smooth transition. This chart covers non-union employees only. The union employees process will be determined through contractual negotiations. If approved tonight, a plan will be provided within 30-60 days of transition as to how the team will start working together.

The motion was made by Whitaker and seconded by Gelfand to approve the interim organizational chart as presented. Roll call was as follows: Beers, yea; Dietz, yea; Gelfand, yea; Jackson, yea; Mollica, yea; Whitaker, yea; Abbott, yea; Reasinger, yea; Sullivan, yea. Motion passed 9-0.

Arbaugh noted they plan on meeting individually with each unit to discuss the organizational chart and answer any questions.

Nasuti reported the STMP Grant amendment was received on March 14, 2024, and a kick-off meeting with special counsel was held on March 19, 2024. They discussed how to implement an interim organizational chart and how to transition from the interim chart to the chart that will take place in 2026. They also discussed pension plans and are looking at options for pension plans and how to bring everyone together. Hopefully, they will have options to provide to both the joint board and employees within the next several meetings. A milestone schedule is being developed to keep everything on track and moving forward. Special counsel was authorized to contract Shawn Welby for the police union to begin negotiations for the one-year contract extension that needs to be in place for both Police Departments.

Approval of the Minutes from February 21, 2024

The motion was made by Gelfand and seconded by Reasinger to accept the minutes from February 21, 2024, as presented. Roll call was as follows: Beers, yea; Dietz, yea; Gelfand, yea; Jackson, yea; Mollica, yea; Whitaker, yea; Abbott, yea; Reasinger, yea; Sullivan, yea. Motion passed 9-0.

New Business

PCCD Grant Amendment – Police Body Cameras

Sandy Township Police Chief Kruzelak explained that in 2023, the police departments from both municipalities received grant funding from the Pennsylvania Commission on Crime and Delinquency (PCCD) in the amount of \$562,000.00 to fund the purchase of new technology and equipment in preparation of merging the two police departments. Funding provided for the streamlining of equipment such as the purchase of new in-car cameras and computers for the City and Township Police fleet, the purchase of a new records managements system (RMS), policy management and personnel scheduling software. Because Sgt. Josh Johnston worked hard on this grant, we ended up with a surplus of money allowing for an approved project modification to purchase 34 new body cameras – 14 to replace the Township's old

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PCCD Grant Amendment – Police Body Cameras (continued)

body cameras and to provide 20 for DuBois police. The total cost is \$112,826.00; grant funding will cover approximately \$85,000.00 and the departments will split the difference. Sgt. Johnston and Det. Cpl. Matt Robertson have worked hard to streamline everything in preparation for the merger of the two departments.

Acting Police Chief Shawn McCleary added that the command staff from both departments are diligently planning for the future transition of operation which includes holding weekly – more like almost daily – meetings, identifying police facility and equipment needs, the adoption of new policies and procedures by both departments and coordinating the training of personnel.

Intergovernmental Cooperation Agreement

The board was presented with an Intergovernmental Cooperation Agreement for the engineer and manager position of each municipality. Sandy Township does not have an engineer and City of DuBois has an interim manager. It would be best, moving forward, to have one manager and one engineer over both municipalities in accordance with the organizational chart. Arbaugh said the recommendation in that agreement is to have himself as Manager and Chris as Engineer over both municipalities. It will be a cost savings with not needing to use consultants as often. It will be more work for both, but we feel it is in the best interest of the consolidation effort and continue to build cohesion between the municipalities. Sullivan added that to compensate Arbaugh and Nasuti for the additional work they are taking on, they will each be compensated an additional \$15,000.00 per year. Beers asked for an explanation as to how it is a savings with the additional compensation. Arbaugh presented examples of the Township not having to hire consultants to review land developments and sewer and water grant work that better suited to Nasuti's abilities. Additionally, DuBois will not have to seek outside services for things such as policy manuals and job descriptions. Both Arbaugh and Nasuti believe it is important for them to be present in both buildings each day. They also will attend all required Township and City meetings. Sullivan said that if the agreement is approved by the joint board, both municipalities will need to approve Resolutions so the earliest this can go into effect would be April 22. The motion was made by Abbott and seconded by Jackson to approve the intergovernmental cooperation agreement as presented. Roll call was as follows: Beers, yea; Dietz, yea; Gelfand, yea; Jackson, yea; Mollica, yea; Whitaker, yea; Abbott, yea; Reasinger, yea; Sullivan, yea. Motion passed 9-0.

Joint Board Member Comments

Abbott – “I really appreciate all the hard work Shawn and Chris have been doing. They have the right idea and I like to hear the word ‘cooperation’ as we move forward in the consolidation process. Thank you, gentlemen.”

Gelfand – “Thank you Officer Johnston, Interim Chief and Chief of Police for all the hard work you put into getting that fantastic grant to support all the new equipment for Sandy and the City. I really appreciate all your efforts on that.

Jackson – “I want to thank the police. That's great. Chris and Shawn, I'm really happy to see what you're doing. I think it's a great move. We're working along fantastic and it's coming together.”

Reasinger – “It's a good team. You can tell by the votes that everyone is on board.” He welcomed Arbaugh to the City.

CITY OF DUBOIS/SANDY TOWNSHIP JOINT BOARD MEETING MINUTES (cont'd)

Joint Board Member Comments (continued)

Beers – “Kudos to the police departments. I’m glad to see both getting the cams. It’s going to save us in the long run. Kudos to Shawn and Chris. I know they’ll do a phenomenal job. It’s an asset for this community.”

Dietz – “Same thing. There’s a lot of moving pieces. Thank you to our police officers and to Shawn and Chris for all they’re doing. It’s a lot.”

Mollica – “About the building, I can see how consolidation is already saving money due to the fact that at one time we were going to build a Township building and the cost was going to be six, seven, eight million dollars. If we can upgrade this building for four million that would be a big savings. Also, I’m excited about Chris and Shawn doing the different jobs for both municipalities. That’s a big savings as well. I want to thank the police for the hard work in getting the grant and different programs.”

Nasuti – “I want to thank my coworkers and the coworkers at Sandy Township for supporting us. Everybody’s been thanking Shawn and I for the hard work, but we have a lot of coworkers that are putting in a lot of hard work with us. I want to thank the board for the confidence you have in Shawn and I to help the community move forward.”

Arbaugh – “I will echo what Chris said. I really appreciate the joint board, the cooperation and working together. It’s been great to work with everybody here. Thanks to our staff. Already they have started to work together to integrate. We’ve heard from the police, and we really appreciate that. DeLean has been working with our secretary-treasurer to help get her up to speed and teaching her things. We appreciate everybody’s cooperation. Tonight was a big night. We have a lot moving forward now. It’s exciting times.”

Sullivan – “I’m going to echo everybody’s ‘thank you’s’ and, most importantly, I’m glad to see that both the Council and Supervisors are on the same page. I think that’s very important.”

Open Meeting to the Floor

Dave Lombardo – Treasure Lake

Lombardo congratulated Arbaugh and Nasuti in their new roles. He asked for clarification about the buildings. It was his understanding the police would be at the Township building. Nasuti explained that as part of the evaluation they looked at four or five different options. The police departments toured both facilities and looked at the cost to upgrade both. It was determined it would be more feasible to operate out of this facility. The Township facility will be used for longer-term storage and Emergency Management. Some of the garages will be used for seasonal storage. Minimal maintenance will be needed to the Township facility.

Tim Winters – Clearfield County Commissioner

Winters thanked the joint board, Arbaugh and Nasuti for coming together. “I speak for my fellow Commissioners Mr. Glass and Mr. Sobel. We’re all completely behind you on this. If there’s a resource at the county level, feel free to reach out. We’re going to have a couple things to touch on with election stuff. Thank you for your hard work in getting this together and moving forward to this point.”

Close Meeting to the Floor

Adjourn

There being no further business to transact, the motion was made by Beers and seconded by Reasinger that the DuBois/Sandy Township Joint Board adjourn. Roll call was as follows: Beers, yea; Dietz, yea; Gelfand, yea; Jackson, yea; Mollica, yea; Whitaker, yea; Abbott, yea; Reasinger, yea; Sullivan, yea. Motion passed 9-0.

ATTEST: Yonbi Slocum

APPROVED: 