

CITY OF DUBOIS/SANDY TOWNSHIP JOINT BOARD MEETING MINUTES

Wednesday, April 17, 2024 @ 6 p.m.

City Council Chambers, City Building, 16 West Scribner Avenue, DuBois, Pennsylvania on Wednesday, April 17, 2024, at 6 p.m.; DuBois City Council and Sandy Township Supervisors convened at their Joint Board Meeting. Board Members present were: Barry Abbott, Jim Aughenbaugh, 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; 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 Pat Reasinger.

Roll Call

Roll call was taken. All board members were present.

Public Comments on Agenda Items Only

There were no comments.

Correspondence

A letter has been received from Dave Lombardo of Treasure Lake proposing the Code/Zoning Committee be re-established. Arbaugh stated he has contacted the previous chairman of that subcommittee who feels the first step is funding for mapping and review of ordinances from a legal perspective. STMP funding can be used for this purpose. We have two years post-consolidation to get this done.

Old Business

Managers' Progress Report

- Recommendation for Architect
- Special Counsel Update
- Fire Study & Subcommittee Update
- Personnel Transition Plan

Two responses were received for architectural services. The response from SGS Architects gave a flat fee based on man hours at a cost of approximately \$126,000.00. The response from KTH Architects is based on a percentage of costs for approximately \$140,000.00. Both proposals were close in cost; however, based on the technical proposals, the recommendation is to hire KTH because we can control our cost by keeping construction costs down. Arbaugh added that STMP funding can be used for this project. Beers asked if we are required under the STMP Grant to go with the lowest bid. Nasuti replied, "It is qualification based. We did the technical proposal then we review the price proposal to make sure they're reasonable."

Abbott questioned if the board looked into other possibilities and offered some suggestions. The decision to renovate the current City municipal and Sandy Township buildings was discussed, voted on and approved at the March meeting. It was put in the RFP for services that the design would have to be for a 30-year lifespan at minimum. Abbott has no problem with the recommendation from Arbaugh and Nasuti; he wants to make sure we have the best solution for the new City to move forward.

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

The motion was made by Mollica and seconded by Beers to hire KTH Architects for the renovation project. Roll call was as follows: Dietz, yea; Gelfand, abstain; Jackson, yea; Mollica, yea; Whitaker, yea; Abbott, yea; Aughenbaugh, yea; Beers, yea; Sullivan, yea; Reasinger, abstain. Motion passed 8-0.

Arbaugh gave an update on today's meeting with Special Counsel. Topics discussed were civil service, pension, the two public works unions, and the one-year extension to the police contract. The first option for civil service is to allow Sandy Township officers to take a non-competitive test to gain civil service status. A problem with this option is it could be challenged down the road because there is not a lot of case law on doing this. The second option would be to file a declaratory judgement with the court system in Clearfield to have the Sandy Township officers grandfathered in. The recommendation is to go with the second option because it would be more concrete and hold up to any challenges in the future. There is a cost associated with doing this – as high as \$15,000.00 and as low as \$5,000.00 – which would be covered by the STMP Grant.

Under Third Class City Code there is a requirement for civil service status. There is a written exam followed by an oral interview and a physical fitness standard. Candidates must pass each step to move on to the next. In the end, a top three list is received, and you must hire from that list.

The motion was made by Abbott and seconded by Beers to file a declaratory judgement with the court in Clearfield. Roll call was as follows: Dietz, yea; Gelfand, yea; Jackson, yea; Mollica, yea; Whitaker, yea; Abbott, yea; Aughenbaugh, yea; Beers, yea; Sullivan, yea; Reasinger, yea. Motion passed 10-0.

Chief Runyon gave an update on the April 8 fire subcommittee meeting. They are going to reach out to former committee chairpersons to get the by-laws they developed and will continue to work on them. We're going to move forward with Standard Operating Guidelines. The subcommittee did have some questions for the board. Are we going to be a department or individual fire companies? If a department, a letter of commitment would be needed. In a Third Class City, can we have a fire tax? Nasuti feels a lot of the questions will be answered with the fire study recommendations. He and Arbaugh are meeting with the fire chiefs early next week to complete the request for information. The subcommittee asked who is doing the fire study, where does it stand, and are they going to visit each individual firehouse? To date, we have not been assigned a project manager, but they most likely will conduct visits. It is still early in the process.

The personnel transition is going well. The police are doing a great job. The two chiefs are working daily to bring everything together. They are working on joint training events and standards. We are able to have joint roll call and will begin a ride along program once a week. The sewer and water billing hit a snag, but it is being worked out. Kristen will be in the DuBois office two or three times a week in the sewer/water department learning the billing. Terri and DeLean (HR), Zac and Pat (Planning/Code Enforcement), and Scott and Matt (Public Works) will all begin working together half a day each week. IT Director Matt Johnson has been very helpful, especially with the police departments. Shawn and Joe will be working on the CDBG program.

Beers raised a question about the police ride alongs. "Can an officer from one municipality make an arrest in the other?" Chief Kruzelak replied, "We do have an existing mutual aid agreement from the early 80's. We can renew that which will give arrest powers between both."

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

Approval of the Minutes from March 20, 2024

The motion was made by Sullivan and seconded by Beers to accept the minutes from March 20, 2024, as presented. Roll call was as follows: Dietz, yea; Gelfand, yea; Jackson, yea; Mollica, yea; Whitaker, yea; Abbott, yea; Aughenbaugh, abstain; Beers, yea; Sullivan, yea; Reasinger, yea. Motion passed 9-0.

New Business

None

Joint Board Member Comments

Abbott – “I want to thank everyone for moving the process along. We are headed in the right direction, and I am thrilled.”

Arbaugh – “Again, I want to thank Chris. It has been great working with him through this process. I think we work well together, and things are going smoothly. I also want to thank the police chiefs who have gotten a lot done in a short period of time.”

Sullivan – “Not looking for a response from the police chiefs, but has any thought been given to accreditation? Chief Kruzalak answered, “We have been working on our policies and procedures, and they meet all the accreditation standards. Once we are consolidated, we can enter the program. We have to wait a year to build proofs, then we can ask to be assessed for accreditation. What we are working on policy wise will meet all the accreditation standards set by the PA Chiefs of Police.”

Nasuti – “I want to thank Shawn and his staff for what they’ve done so far. I’ve been over to the Township with the Planning Commission working with Pat Green, and I look forward to Zac joining us, and Matt Cook and Scott getting to work together. Things are going well.”

Open Meeting to the Floor

Dave Lombardo – Treasure Lake

Lombardo understands the architect was voted on tonight, but he questioned the availability of parking at the municipal building. He also asked the board to reconsider getting the Zoning Committee up and running.

Close Meeting to the Floor

Adjourn

There being no further business to transact, the motion was made by Sullivan and seconded by Gelfand that the DuBois/Sandy Township Joint Board adjourn. Roll call was as follows: Dietz, yea; Gelfand, yea; Jackson, yea; Mollica, yea; Whitaker, yea; Abbott, yea; Aughenbaugh, yea; Beers, yea; Sullivan, yea; Reasinger, yea. Motion passed 10-0.

ATTEST: Yorbi Slocum

APPROVED: 