

West Mead Township Board of Supervisors

Public Study Session Minutes

April 11, 2023 - 6:00 p.m.

Present: Supervisors Bovard, Jordan and Shartle. Also present: Paul Martin, Chief Brown, Alan Shaddinger and Jill Dunlap.

Note: This is a public meeting of the Board of Supervisors for purposes of general discussion of administrative, regulatory enforcement; police and road department and personnel; building and grounds; budget and related matters and issues related thereto that may or may not require action. It is also used to review and comment on the public meeting agenda for the regular public meeting.

Note: Grant funds from the PA Commission on Crime and Delinquency for various Police Department items including new Handheld Radios, ToughBook Computers, Computer Server and VOIP Phone System have been awarded to West Mead Township Police Department. Additional information will be forthcoming in the next few months.

Note: Secretary has been reviewing various options for Accounting Software Packages, which may include accepting online payments.

Note: Chairman Don Bovard and Secretary Jill Dunlap will represent West Mead Township in discussions with AFSCME District Council 85 on the Collective Bargaining Agreement with the West Mead Township Road Department.

Note: Chairman Don Bovard and Secretary Jill Dunlap will represent West Mead Township in discussions with FOP Lodge No. 108, on the Collective Bargaining Agreement with the West Mead Township Police Department.

The Chairman noted the above items.

Shartle moved, Jordan seconded to authorize the Secretary and the Solicitor to begin update of the West Mead Township Personnel Policy. Dunlap noted the current policy is from 1997 and needs updated to be in compliance with our contracts and newer employment regulations. Bovard discussed including a section with language that may permit fire department members to answer calls at the discretion of each department head. He will provide sample language to use as a guide that he obtained from other municipalities. Various scenarios discussed included having it applicable only to West Mead Fire Department members, close proximity of the call and determined by the department head on a call by call basis. Vote – All Approved.

Jordan moved, Shartle seconded to authorize the Secretary and the Police Chief to begin update of the West Mead Township Police Policy and Procedures Manual. Chief Brown noted this would be a consolidation of our current manual into a more concise and easier to understand policy. Vote – All Approved.


Dunlap and Solicitor Shaddinger discussed the current West Mead Township Pension Plan and requirements of Act 44 of 2009. Shartle and Dunlap discussed the current plan and investment returns over the years. Also discussed were the benefits and costs involved with defined contribution plans versus defined benefit plans. Further information will be brought back to the Board. Jordan moved, Shartle seconded to authorize the Secretary and the Solicitor to investigate the necessary requirements and procedures for obtaining quotes or bids from various firms with regard to the Pension Plan. Vote – All Approved.

The Board reviewed the items on the 7:00 meeting agenda.

Shartle noted East Mead Township has indicated they would also be interested in purchasing the spare parts we have for the 2005 GMC C5500 Truck for \$4,500.00. All agreed this would be acceptable.

Being no further business, Jordan moved, Shartle seconded to adjourn the meeting at 6:55 p.m.

Respectfully submitted,



Jill Dunlap
Secretary