

**Southern Police Commission
Monthly Meeting
November 7, 2018**

A public meeting of the Southern Police Commission was held on Wednesday, November 7, 2018. The meeting convened at the New Freedom Borough Council Chambers, 49 East High Street, New Freedom, PA 17349.

Commission Members Present: Donna Benton (Seated Alternate), Buck Buchanan, Roy Burkins, Rob Herzberger, Larry O'Brien, Mike Sharkey, Andrew Stewart, John Trout

Solicitor: Peter Ruth

Police Department Staff: Chief James Boddington, Financial Administrator Gail Prego, Administrator Diana DeMoss, Sgt. Smuck, Ofc. Carey, Ofc. Smith, Ofc. Swartz

Members Absent: Bruce Merrill

Alternate Members Present: None

PLEDGE OF ALLEGIANCE

The meeting was called to order by Chairman Trout at 19:00 with the pledge of allegiance to the flag and a moment of silence for fallen first responders, police officers, firefighters, and EMT's who lost their lives in the line of duty.

PUBLIC COMMENTS

- Chairman Trout requested public comments. There were none.

CHAIRMAN'S ANNOUNCEMENTS

- Chairman Trout announced that there will be an Executive Session this evening after the Solicitor's report.
- Chairman Trout read a correspondence from Glen Rock Borough Council. It states that, during the October 17, 2018 Borough Council Meeting council discussed the proposed cost increase for 2019. Council voted unanimously to freeze the budget, requesting the Commission to provide a detailed written explanation of the cost increase as required by the current IGA June 30, 2017. Chairman Trout asked Solicitor Ruth to explain the response that he's prepared to this inquiry, a copy of which was provided to each Commissioner.
- Solicitor Ruth explained that he'd prepared a formal response in anticipation of Commission's approval to do it. Financial Administrator Prego, Sgt. Smuck, and Chief Boddington provided the outline at the end of the document with summary information. The summary information is made part of these minutes. This document will be mailed on 11/10/18 to Glen Rock and all other member Borough Councils as well. Solicitor Ruth reviewed that Article 5 Section A of the current IGA allows any member municipality to freeze the budget. If they still, after their next meeting, haven't approved the budget, a simple majority or 75% of the municipalities can vote to approve the budget.
- Chief Boddington mentioned that it's his responsibility to establish the minimum recommended PPU's for each municipality based on incidents. His recommendations are included in the detailed report.
- The staffing requirements were revisited with 13.25 officers minimum staffing required for 2 officers on duty and 24/7 coverage including supervision and investigation. The discussion include that if Glen Rock asks for minimum coverage the other municipalities will have to absorb the offset costs. The SRO's make it work out to 15.25 officers total staff required, remembering that 2 of those officers costs are fully covered by the SRO contracted income. There was further detailed discussion.
- There was discussion about the rumor of North Codorus Township discontinuing their relationship with Southwestern Regional PD and where we could fit into that situation. Solicitor Ruth is familiar with the situation and remarked that the concern of North Codorus Township is cost, not dissatisfaction with the

service. Chief Boddington reminded the Commission that there are more nearby municipalities to pursue who also are potential candidates for SRPD service.

- A motion was made by Commissioner O'Brien, seconded by Commissioner Buchanan, for Solicitor Ruth to send the above discussed report and response to Glen Rock's concerns, as written, to Glen Rock Borough Council with copies to the other member Councils.

RECOGNITION OF OFFICER STOREMAN

Chief Boddington reviewed Officer Storeman having responded to a call for a suspicious vehicle in Glen Rock Borough during which he was injured while attempting to apprehend a subject within the car engaged in drug activities due to the vehicle driving away with Officer Storeman being in contact with the vehicle. During his recovery from surgery as a result of the injuries, Officer Storeman had returned to work on light duty and did an outstanding job in support of investigations, arrests and administrative work of the department. After returning to full duty, he was involved in an altercation, during an arrest, with another person who was on drugs, resulting in re-injury.

As a result of the situation cited above, Officer Storeman will not be able to return to work as a full time police officer and is retired on disability. Retired Officer Storeman offered to return to the department in an administrative capacity. With his education and skills he will be an asset to the department picking up administrative tasks that relieves the Sergeants and Detectives and other administrative staff while he serves as a part-time administrator. This position was previously included in the budget but not filled.

Chief Boddington asked Officer Storeman to stand and, with great pleasure and sadness, presented him with a Certificate of Commendation, which Chief read aloud in the meeting. Chief Boddington also presented a Retired ID to Mike Storeman in recognition of his having earned the right to receive it and the privileges it conveys.

Officer Storeman shared remarks of appreciation to the Commission, his fellow Officers, and his wife for the support shown to him.

REVIEW & APPROVAL OF OCTOBER 2018 MEETING MINUTES

- Chairman Trout asked for a review and approval of the minutes for meeting on October 3.
- A motion was made by Commissioner Buchanan, seconded by Alternate Commissioner Benton, to approve the minutes as submitted. All in favor consented with an Aye vote, there were no Nays.

REVIEW & APPROVAL OF OCTOBER 2018 EXPENDITURES

- Expenses through September 30, 2018 were presented by Finance Administrator Prego leading the discussion.
- Revenues through September remain ahead of forecast, approximately \$92,000, due to payments received as a result of the SRO Contracts with the School Districts.
- Salaries: Overtime remains high due to being short 2 officers.
- Health care and other insurances are below budget.
- Vehicle expenses continue due to the age of the fleet. Fuel costs are higher. New vehicle upfitting expenses are still coming in and higher than anticipated due to not having traded in older vehicles, which are now assigned to the SRO's. The old ambulance was sold and there was \$7000.00 in public safety money to help offset some of the costs.
- Liability insurance is higher than anticipated.
- Operating expenses have started to run over budget as previously predicted. Body armor and uniform expenses for the new officers was not budgeted. The two officers remaining to be hired will cause a similar expense. There was a pro-rated reimbursement for a departed officer's returned body armor.
- Building cameras have been replaced and those expenses are offset by our not having custodial services.

- Designated donations: There are two campaigns running now:
 - Cameras
 - Tactical vests
- Questions:
 - Commissioners Buchanan and O'Brien asked a clarifying question regarding the reports.
 - There were additional questions regarding billing and payments with regards to the SRO contracts.
 - Commissioner O'Brien asked if the budget was still calendar year. Answer: Yes. Do we still expect to see a surplus by the end of the year? Answer: Yes. There was an increase in health insurance premiums budgeted and we haven't seen the increase occur. There is more state aid than anticipated and the SRO contracts have increased revenue. The two officers that we need but don't have cause OT to go up, but the other personnel-related expenses are lower. Chief continues to work some patrol shifts which reduces expenses.

A motion was made by Commissioner Buchanan to approve expenses for September check detail including several ACH's (electronic transfers) and check numbers 10937 through 10968 plus transfers for \$97,299.15 based on the check register total. The motion was seconded by Commissioner O'Brien. The motion passed with an Aye vote.

CHIEF'S REPORT

- Officer Derek Smith provided a refined budget for the K-9 program introduced at last month's meeting. Chief Boddington reminded the Commissioners that the costs for the K-9 program will be covered entirely by donations to the program, external to the normal operating budget of the Department. Chief Boddington was contacted by Lt. Godfrey of the Sheriff's Office offering his support and services to help the K-9 program succeed. Officers from other departments with K-9 programs have also offered support. Chief Boddington and Officer Smith are seeking approval to kick off the fund-raising effort. There was a discussion among the Commissioners and officers. The success of K-9 programs in other departments regarding on-going funding of similar programs has been positive for several years. Methods of obtaining funding include GoFundMe pages, mailed solicitations, and local and national merchants making donations. Vet care can be covered with health insurance of approximately \$1200.00. Sometimes veterinarians will donate services. Costs for the car that will be set up for the dog are included in the program costs. Due to our Department being a municipal entity, donations made to the Department for this project are tax deductible. Pacing to complete the program is expected to be 6 months to a year.
- Chairman Trout asked for a motion to begin the program. A motion was made by Commissioner Stewart, seconded by Commissioner Sharkey, to begin fund raising activities. The motion passed with an Aye vote
- Chief Boddington reviewed and explained the reports September 2 through September 29 that had been provided to the Commissioners and will be posted on the web site.
- Overtime is up a little bit due to personnel shortage, vacations, etc. We continue to be down 2 people. The Chief is filling shifts to help limit overtime costs. The new officers are up to speed and taking their own shifts. The Chief is authorized to interview 1 new officer, and we're holding off interviewing for the second remaining opening until the Glen Rock budget freeze is resolved.
- The Chief advised the Commission that the officers are observing No Shave November for Penn State Cancer Society and PPA Cancer Institute fund raising. They will also wear the anti-cancer insignia. Sgt. Smuck provided further clarification regarding Movember, including support for treatment for one of our school district students who has cancer.
- The new car is in service.
- Trick or Treat coverage was provided with additional officers for the two hour period our municipalities had scheduled. There were no reported incidents.

- The camera funding program is moving forward with Det. Shafer leading it and with CIA, our security systems vendor, engaged. Solicited donations so far are \$5000.00. \$2000.00 has been committed by People's Bank. There is a match offer for up to \$3000.00.
- SRO's are receiving excellent reviews from the school administrators and positive comments from the parents.

COMMITTEE REPORTS

INSURANCE & PENSION

- The audit is under review.

PERSONNEL

- Contract and personnel concerns will be dealt with in the Executive Session.

FACILITIES & EQUIPMENT

- No report

FINANCE & BUDGET

- No report

CONTRACT NEGOTIATIONS COMMITTEE

- Will be discussed in Executive Session

INTERGOVERNMENTAL AGREEMENT COMMITTEE

- There had been a meeting October 18. Concerns were expressed about advertising the dates of meetings and how it applies to the Sunshine Act. Solicitor Ruth provided guidance.

SOLICITOR'S REPORT

- Solicitor Ruth had three action items.
 - Commission to Ratify Resolution 2018-1, an election to establish the Minimum Municipal Obligation (MMO) worksheet for the plan year 2018. A motion was made by Commissioner Sharkey, seconded by Commissioner Stewart. The resolution was adopted with an Aye vote and is made a part of these minutes.
 - Commission to Ratify Resolution 2018-2, an election to establish the Minimum Municipal Obligation (MMO) worksheet for the plan year 2019. A motion was made by Commissioner Herzberger, seconded by Commissioner Sharkey. The resolution was adopted with an Aye vote and is made a part of these minutes.
 - The annual engagement letter for auditing services was presented for a fee of \$4950.00 with Kochenour Earnest, Smyser and Burg, CPA. A motion was made by Commissioner Buchanan, seconded by Commissioner Burkins, to enter into that agreement for services. The motion passed with an Aye vote.

EXECUTIVE SESSION

- There were no alternates present other than those seated on the Commission so the requirement for alternate attendance motion was waived.
- The executive session began at 20:33 and ended at 21:28. Collective bargaining and personnel issues were discussed.

OLD BUSINESS

- IGA meeting on October 18: Attended by Bruce Merrill representing New Freedom, Don Blume representing Stewartstown, and Mike Sharkey representing Shrewsbury Borough. The five-year lock-in is the concern and is to be primary objective. Since the IGA results in an ordinance there should be something in there that allows changes. That's not been cleared up. The Sunshine Act considerations were discussed. Solicitor Ruth advised that notification only has to include the meeting site location and time.

NEW BUSINESS

- Chief Boddington discussed that we have a two-person check signing process. We need an additional signer in case one of the designated signers isn't available. Commissioner Buchanan has agreed to be assigned to this task. Signers have to meet at the bank together to add a signer.

MOTION TO ADJOURN: A motion for adjournment was made by Commissioner Stewart, seconded by Commissioner Burkins. There was a unanimous Aye vote.

SOUTHERN POLICE COMMISSION

RESOLUTION NO.: 2018-1

A RESOLUTION OF THE SOUTHERN POLICE COMMISSION, YORK COUNTY, PENNSYLVANIA, RATIFYING THE ELECTION TO ESTABLISH THE MINIMUM MUNICIPAL OBLIGATION WORKSHEET FOR THE SOUTHERN REGIONAL POLICE COMMISSION PENSION PLAN (67-916-7 P) FOR PLAN YEAR 2018 TO INCLUDE AN EMPLOYEE CONTRIBUTION RATE OF ZERO PERCENT (0.00%)

WHEREAS, the Southern Police Commission (“Commission”) had previously completed and submitted the Minimum Municipal Obligation Worksheet for the Commission for Plan Year 2018 (“MMO”) to the Pennsylvania Municipal Retirement System (“PMRS”), in compliance with the Pennsylvania Municipal Retirement Law, Act 15 of 1974, as amended, 53 P.S. § 881.101 et seq.; and

WHEREAS, pursuant to Article 19 of the Collective Bargaining Agreement between the Southern Regional Police Officers Association and the Commission (“Collective Bargaining Agreement”), officers are required to contribute up to five percent (5%) of their annual salary to the pension fund administered and managed by PMRS if the fund is underfunded; and

WHEREAS, the pension fund was underfunded for the 2018 Plan Year, and despite being able to do so in accordance with and pursuant to the Collective Bargaining Agreement, the Commission established the Employee Contribution Rate of zero percent (0.00%) for such plan year; and

WHEREAS, the Commission now hereby ratifies the aforementioned election for the Employee Contribution Rate to the 2018 Plan Year.

NOW, THEREFORE, BE IT RESOLVED, by the Southern Police Commission as follows:

Section 1. Section (G) of the Minimum Municipal Obligation Worksheet (MMO) for the Southern Regional Police Commission Pension Plan (67-916-7 P) for Plan Year 2018 is hereby established as follows:

Employee Contribution Rate		
Expressed as a Decimal:	(G)	<u>0.00</u>

Section 2. A true and correct copy of the Minimum Municipal Obligation Worksheet (MMO) for the Southern Police Commission Pension Plan (67-916-7 P) for Plan Year 2018 is attached hereto as Exhibit "A" and incorporated herein by reference.


Section 3. A duly certified copy of this resolution and the above-referenced Exhibit "A" shall be filed with the PMRS of the Commonwealth of Pennsylvania as soon as practicable upon passage of this Resolution.

Section 4. This resolution shall be effective immediately upon execution of the same.

ADOPTED by the Commission of the Southern Police Department in a lawful session duly assembled, this 7th day of November, 2018.

ATTEST:

SOUTHERN POLICE COMMISSION



Secretary

By: 

John Trout, Chairman

(SEAL)

SOUTHERN POLICE COMMISSION

RESOLUTION NO.: 2018-2

A RESOLUTION OF THE SOUTHERN POLICE COMMISSION, YORK COUNTY, PENNSYLVANIA, ELECTING TO ESTABLISH THE MINIMUM MUNICIPAL OBLIGATION WORKSHEET FOR THE SOUTHERN REGIONAL POLICE COMMISSION PENSION PLAN (67-916-7 P) FOR PLAN YEAR 2019 TO INCLUDE AN EMPLOYEE CONTRIBUTION RATE OF ZERO PERCENT (0.00%)

WHEREAS, the Southern Police Commission (“Commission”) is in the process of completing and submitting the Minimum Municipal Obligation Worksheet for the Commission for Plan Year 2019 (“MMO”) to the Pennsylvania Municipal Retirement System (“PMRS”), in compliance with the Pennsylvania Municipal Retirement Law, Act 15 of 1974, as amended, 53 P.S. § 881.101 et seq.; and

WHEREAS, pursuant to Article 19 of the Collective Bargaining Agreement between the Southern Regional Police Officers Association and the Commission (“Collective Bargaining Agreement”), officers are required to contribute up to five percent (5%) of their annual salary to the pension fund administered and managed by PMRS if the fund is underfunded; and

WHEREAS, the pension fund is underfunded for the 2019 Plan Year, and despite being able to do so in accordance with and pursuant to the Collective Bargaining Agreement, the Commission desires to establish the Employee Contribution Rate of zero percent (0.00%).

NOW, THEREFORE, BE IT RESOLVED, by the Southern Police Commission as follows:

Section 1. Section (G) of the Minimum Municipal Obligation Worksheet (MMO) for the Southern Regional Police Commission Pension Plan (67-916-7 P) for Plan Year 2019 is hereby established as follows:

Employee Contribution Rate		
Expressed as a Decimal:	(G)	<u>0.00</u>

Section 2. A true and correct copy of the Minimum Municipal Obligation Worksheet (MMO) for the Southern Police Commission Pension Plan (67-916-7 P) for Plan Year 2019 is attached hereto as Exhibit “A” and incorporated herein by reference.

Section 3. A duly certified copy of this resolution and the above-referenced Exhibit "A" shall be filed with the PMRS of the Commonwealth of Pennsylvania on or before December 31, 2018.

Section 4. This resolution shall be effective immediately upon execution of the same.

ADOPTED by the Commission of the Southern Police Department in a lawful session duly assembled, this 7th day of November, 2018.


ATTEST:

SOUTHERN POLICE COMMISSION



Secretary

By:


John Trout, Chairman

(SEAL)

IACP FORMULA

3 Year Average

PPU's Not Including SRO's

Municipality	Total Calls	Obligated Time	Total Hours	Patrol Officers Needed	Officer Total Staffing	Municipality Percentage	Total Fixed Positions	Fixed Positions per municipality	Suggested Officer Compliment	Minimum PPU's 2019 3 Year Ave	2018 PPU's by %	Hire Two Officers PPU's
Shrewsbury	1403	1052.25	3156.75	0.72	1,9416	0.3121	5.00	1.5603	3.50	14.01	17.38	17.74
												Yearly Cost
												673511
												34.29%
New Freedom	1274	955.5	2866.50	0.65	1,7631	0.2834	5.00	1.4168	3.18	12.72	15.26	16.11
												Yearly Cost
												611584
												31.13%
Glen Rock	652	489	1467.00	0.33	0.9023	0.1450	5.00	0.7251	1.63	6.51	7.32	8.25
												Yearly Cost
												312993
												15.93%
Stewartstown	763	572.25	1716.75	0.39	1,0559	0.1697	5.00	0.8485	1.90	7.62	10.43	9.65
												Yearly Cost
												366278
												18.65%
Railroad	102	76.5	229.50	0.05	0.1412	0.0227	5.00	0.1134	0.25	1.02	0.33	0.33
												Yearly Cost
												0.33
Winterstown	146	109.5	328.50	0.08	0.2021	0.0325	5.00	0.1624	0.36	1.46	0.92	0.92
												Yearly Cost
												0.92
School District	126	94.5	283.50	0.06	0.1744	0.0280	5.00	0.1401	0.31	3.85	1.36	53.00
												1.25
												51.75
SE SD	30	22.5	67.50	0.02	0.0415	0.0067	5.00	0.0334	0.07	3.85		
Totals	4496	3372.00	10116.00	2.31	6.2220	100.00%	5.00	5.0000	11.22	91.89	53.00	

Budget 2314928
 Revenue 350736
 Difference 1964192
 Cost / PPU 37955

SRF 2.6940

	2016	2017/2018	3 Year Ave	Year Ave	OOJ % Calculations
Shrewsbury	1454	1302	1378	1367	36.00 1403
New Freedom	1277	1286	1281.5	1241	33.00 1274
Glen Rock	612	655	633.5	635	17.00 652
Stewartstown	872	677	774.5	743	20.00 763
Railroad	99	106	102.5	102	106.00
Winterstown	110	169	139.5	146	
Southern SD	114	134	124	126	
Southeastern SD	49	20	34.5	30	
Out of Jurisdiction	137	77	107	106	
Totals	4724	4426	4375	4496	