

**Southern Police Commission
Monthly Meeting
September 3, 2014**

A public meeting of the Southern Police Commission was held on Wednesday, September 3, 2014 at 7:00 p.m. at the New Freedom Borough Council Chambers, 49 East High Street, New Freedom PA 17349.

Those present: Chairman John Trout, Commissioner William Gemmill, Commissioner Peter Schnabel, Commissioner Jeff Halapin, Commissioner Richard Buchanan, Commissioner Ann Merrick, Commissioner Bonner Smith, Commissioner Brady Terrell, Chief James Boddington, Alternates Nathan Kirschman and Roy Burkins and Solicitor Peter Ruth.

PLEDGE OF ALLEGIANCE

Chairman John Trout called the meeting to order at 7:00 p.m. with the pledge of allegiance to the flag and a moment of silence for all police officers, firefighters and EMT's who were killed in the line of duty.

PUBLIC COMMENTS

No comments.

AWARDS – OUTSTANDING CITIZEN'S AWARD AND JOHN LAMARTINA

Commissioner Peter Schnabel presented John LaMartina with a plaque for his 3 years of service on the Police Commission and for his dedication to the department as the webmaster.

Chief Boddington presented Outstanding Citizen's Awards to Thomas Hensel and William Mabrey for subduing a suspect in a robbery and coming to the aid of the victim, Lee Ann Tracy. Chief Boddington and Officer Storeman thanked them for their assistance during the strong armed robbery.

APPROVAL OF THE MINUTES OF AUGUST 6, 2014

Chairman John Trout asked for a motion to approve the minutes from the August 6, 2014 meeting. After reviewing the minutes, Commissioner Brady Terrell made a motion to approve the minutes as presented, seconded by Commissioner Bonner Smith. Motion carried.

REVIEW OF EXPENDITURES FOR AUGUST 2014

Commissioner Richard Buchanan made a motion to approve checks 9257 through (check 9309 was voided) 9313 with expenditures totaling \$172,325.19. Commissioner Jeff Halapin seconded that motion. Motion carried.

CHAIRMAN'S ANNOUNCEMENTS:

Chairman John Trout introduced Lois Ribner from Stambaugh and Ness, Inc. who explained that their company will do a business practice review by reviewing the procedures of the office. They will then provide the Commission with a detailed document with improvements. The cost is \$150.00 per hour not to exceed \$3,000.00 this money will be taken from the part-time civilian position that was never filled. After her presentation, Commissioner Peter Schnabel made a motion to hire Stambaugh and Ness to conduct their study, seconded by Commissioner Brady Terrell. Motion carried. Commissioner Ann Merrick voted against it.

POLICE CHIEF'S REPORT:

Chief Boddington reported that both New Freedom and Stewartstown held their carnivals during the month of July without incident.

Chief Boddington reported that there was an overdose death in Stewartstown where the person supplying the drugs may be charged. There was also an arson/suicide in Stewartstown in which the borough will probably incur a lot of hours until this investigation is complete.

Officer Jeff Carey started as full-time School Resource Officer.

Chief Boddington reported that on August 12th he and several officers along with the office staff attended the annual meeting at the Southern York County School District. While in attendance, officers were dispatched to a bank robbery in Shrewsbury. A bank teller was waiting on a woman who was at the drive-through window and "mouthed" to her that the bank was being robbed. The woman then left the bank and drove to the police station but the civilian staff was still in attendance at the school meeting. The woman then went to New Freedom Borough Office and reported to Brenda that there was a bank robbery. Commissioner Jeff Halapin expressed his concerns regarding the office personnel not being available. He stated that it was a management issue and that he wanted someone to be at the window at all times during business hours. After some discussion the Commission asked Chief Boddington to get a price on a call box/911 phone to be put in the lobby so if a similar situation should arise that someone could just push the button and call 911. There was also discussion regarding the possibility that if both civilians were out of the office that the Chief, at his discretion, call an off-duty officer in at his overtime rate to man the window and answer the phone. The Chief said that, he will, make every effort to have someone at the window.

COMMITTEE REPORTS:

INSURANCE/PENSION

Administrative Assistant Miller completed and presented the MMO's for 2015 along with the Transmittal Memos to the Pension Plan's Governing Body Advising of the 2015 MMO. Commissioner Jeff Halapin read the memos and the MMO obligation for the police pension is \$115,667.00 and the MMO obligation for the non-uniformed pension is \$4,037.00. Chairman John Trout made a motion to accept the MMO's as prepared seconded by Commissioner Jeff Halapin. Motion carried.

Solicitor Peter Ruth reported that we have received an updated Intergovernmental Contract from Pennsylvania Intergovernmental Risk Management Association (PIRMA) and after reviewing the contract and with his recommendation, Commissioner Richard Buchanan made a motion to sign the contract, seconded by Commissioner Jeff Halapin. Motion carried.

PERSONNEL – CIVIL SERVICE

Commissioner Peter Schnabel reported that the Southern Police Commission Administrative Personnel Employee Handbook is completed. Commissioner Peter Schnabel made a motion to approve the handbook, seconded by Commissioner William Gemmill. Motion carried.

Alternate Nathan Kirschman stated that the Sergeant's examination will be held on October 23rd.

FACILITIES AND EQUIPMENT

Alternate Nate Kirschman along with Alternate Roy Burkins went to Stewartstown Police Station to give their recommendation regarding keeping the facility open for another year. They were

told that an attorney is interested in renting the current police station so they checked out the remaining part of the building and determined that the basement would be a consideration for a substation in Stewartstown. The garage would be included in with the basement giving the department ample storage area. There is mold in the old chief's office that would have to be dealt with before the officers could occupy that part of the building. They also discovered that there are approximately 200 old uniforms and other equipment (i.e. old light bars and other old equipment) that should be either destroyed or donated. After some discussion it was determined that Stewartstown Borough still owns the uniforms and some of the equipment so it is up to the borough on how to get rid of these items. There is also equipment that belongs to the York County Strike Task Force. Chief Boddington and Sergeant Smuck will check to see if the department has any use of this equipment or give it back to the County since the department has no intentions on putting additional officers on the Strike Team Task Force. Alternate Nathan Kirschman offered the use of his trailer to take some of the items to the incinerator. Chairman John Trout asked Alternates Kirschman and Burkins to get a price on the removal of the mold and restoration fees before the Commission makes a decision. They will have an estimate before the continuation meeting.

REVIEW OF EXPENDITURES

Commissioner Richard Buchanan reported that Winterstown is 59.3% of the budget and Administrative Assistant Miller reported that she has received a check in the amount of \$14,289.46 but it has not been deposited.

FINANCE AND BUDGET

Commissioner Richard Buchanan did a budget presentation.

Sergeant Darryl Smuck gave a presentation on the schedule and explained why it is necessary for the Commission to consider hiring an additional officer. He explained that Part I and Part II crimes have increased over the years and that the department has investigated approximately 10 death investigations this year. Two of these investigations were drug overdoses which the persons that supplied the drugs are being charged. The Detectives are overwhelmed with Child Abuse Cases and he explained that due to the workload Detective Teague should become a full time detective.

ISSUE CONTROL AND TRACKING DOCUMENT

Non-Civil Service Employee Handbook – Completed
SPC By-Laws - Completed

SOLICITOR'S REPORT

Solicitor Peter Ruth reported that the Contract between Southern Regional Police Department and South Eastern School District was completed and signed.

He spoke with Attorney Poole regarding the hours for Winterstown and the borough requested that they do not want more than 40 hours per month so they asked if the officers could cut back the hours. Chief Boddington will attend their meeting on Tuesday September 9th.

Solicitor Ruth researched the Newborn Protection Act and the police department is subject to this law. If someone brings a newborn (newborn to 24 months old) the police are obligated to take custody of the child. Once the child is in custody of the officer, the officer must immediately either transport the baby to a certified health care provider or call an ambulance to transport the baby to the hospital. The Department of Public Welfare will supply the department with pamphlets and instructions on this procedure. The department must develop a policy regarding this issue.

OLD BUSINESS

No old business.

NEW BUSINESS

No new business

CONTINUATION MEETING

The meeting ended at 9:35 p.m. and a continuation meeting will be held on September 16th at 7:00 to finalize the budget.

Respectfully submitted and recorded by:
Patricia Ann Miller
Administrative Assistant