



**Southern Police Commission
Monthly Meeting
February 3, 2016**

A public meeting of the Southern Police Commission was held on Wednesday, February 3, 2016 at the New Freedom Borough Council Chambers, 49 East High Street, New Freedom, PA 17349.

COMMISSION MEMBERS: Richard Buchanan, Roy Burkins, Jeff Halapin, Jeff Blum, Ben Wetzel, Pete Schnabel, John Trout, Robert Herzberger, Chief Boddington

Solicitor: Peter Ruth

Alternate members present: Nate Kirschman, Bruce Merrill

Commissioner Bill Gemmill unable to attend due to illness

PLEDGE OF ALLEGIANCE

The meeting was called 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.

CHAIRMAN ANNOUNCEMENTS

- SRPD received an appreciation letter from Jennifer Hartenstein-McGraw and a donation of \$500 from JJ Hartenstein Mortuary.
- Ben Pratt is no longer with CGA Law Firm; replaced by attorney Christine Nentwig. Ms. Nentwig shared her background and contact information.

APPROVAL OF MINUTES

- The January 6, 2016 meeting minutes were approved pending corrections made to: a more detailed account of the Formula Committee, and Jeff Halapin as Vice Chair. Motion to approve: Ben Wetzel; Second: Roy Burkins.

REVIEW OF EXPENDITURES

- Richard Buchanan made a motion to approve monthly expenditures of \$189, 073.35, utilizing checks 9938-9960; second: Jeff Halapin.

POLICE CHIEF'S REPORT

- Chief Boddington requested vacation carryover hours for the following, which must be used by May 31, 2016 or they are lost:

Boddington	.25
Carey	6.0
Heffner	5.0
Miller M	24.0
Saylor	16.0
Storeman	24.0
- A discrepancy was discussed on the Municipality Data Time Analysis spreadsheet, specifically with the Aug 15 *Miscellaneous* number. It does not match up with the Aug total under *Administrative Other Time*. Chief Boddington will look into the discrepancy.
- The officers fared well during the blizzard; no major incidents to report.

COMMITTEE REPORTS

Insurance/Pension

- Insurance rates have decreased; perhaps due to modified light duty.
- A pension report is due to the state by March 31, confirming the total number of eligible officers.

Personnel

- Two engagement letters have been signed: Diana DeMoss – FT; Gina Mumaw – PT.

Facilities & Equipment

- A new copier has been installed and is working well.
- The phone system had a maintenance check and software backup; a new recording functionality was discovered on the current system.

Expenditures

- Southeastern School District rate change is effective July 1; Peter Ruth will submit this revision to Southeastern.
- Gail Prego has been working on the budget and payroll for just over a year and it's going well.
- Monthly billing for non-member customers: Submit sometime during the first week of each month; payment due by the end of the following month. Letters reflecting the billing change should be submitted prior to the first bill.
- Bruce Merrill: motion to send rate increase notifications to contract municipalities; second: Richard Buchanan. Commissioner Buchanan will send these notices out.
- \$185,000 was withdrawn from the healthcare refund account toward the end of 2015. 50% of these funds will be put back in the first quarter; the other 50% in the second quarter.
- Two officers left with their vests; chief is checking into receiving compensation from their employers for these vests.
- Training time and sick time do not seem to be reflected on time analysis sheet.
- Training hours vary year to year; chief will provide a five year average number.
- Open invoices = \$120,000

Formula

- The Formula Committee will meet on the third Tuesday of each month. The notice for these meetings will occur at the recess of each Commission meeting with a motion for a continuation to the third Tuesday. Additionally, a sign will be posted on the doors where the Commission meeting is held.

CONTROL AND TRACKING DOCUMENT

- Remove these line items: 2016 Budget and Hiring of P/T Adm Clerk.
- Glen Rock Disruptive Conduct Report going ok.

SOLICITOR'S REPORT

- All meeting dates have been posted.
- Municipal 101 Seminar and dinner to be held on February 25; 5:30 – 7:30. RSVP to Peter Ruth via email if you'd like to attend.

EXECUTIVE SESSION

- 8:54 PM - John Trout: motion to invite alternate Nate Kirschman to Executive Session to discuss legal matters and personnel issues.
- 9:54 - Executive Session adjourned.

OLD BUSINESS

- Richard Buchanan shared information about a speed box that Shrewsbury Borough is planning to purchase for \$2000. Are other Boroughs interested in contributing to the cost and using it for their jurisdictions?

- Shrewsbury Christian Academy plans to host a 5K race which starts at the park near YMCA and proceeds down Main St. Chief stated that SRPD will put a marked car at the start of the race and will provide limited traffic control.

ADJOURNMENT

- An adjournment motion made, with a second, for a continuation meeting on the third Tuesday (Feb 16) of Febraury.