

**Southern Police Commission
Monthly Meeting – Alternate Date
July 16, 2019**

A public meeting of the Southern Police Commission was held on Tuesday, July 16, 2019, the advertised alternate meeting night. The meeting convened at the New Freedom Borough Council Chambers, 49 East High Street, New Freedom, PA 17349.

Commission Members Present: Donna Benton, Buck Buchanan, Roy Burkins, Rob Herzberger, Bruce Merrill (seated alternate), Mike Sharkey, Andrew Stewart, John Trout

Solicitor: Peter Ruth

Police Department Staff: Chief James Boddington, Financial Administrator Gail Prego, Ofc. D. Smith

Members Absent: Larry O'Brien

Alternate Members Present: Tim Kitchell, Kenton Kurtz

IGA Committee Members: None

K-9 DEMONSTRATION

Prior to the commencement of the business meeting, Ofc. D. Smith and K-9 Officer in Training Ransom met the Commissioners and community members present outside of the building.

PLEDGE OF ALLEGIANCE

The meeting was called to order by Chairman Trout at 19:08 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.

CHAIRMAN'S ANNOUNCEMENTS

- Commission Chairman / Glen Rock Borough Mayor John Trout administered the Oath of Office to Timothy Kitchell, an alternate Commissioner designated by Shrewsbury Borough.
- There will be an Executive Session this evening.
- Donation presenters were introduced by the Chairman.

PRESENTATIONS

- Representatives from VFW Post 7012 presented a check to Officer D. Smith for the K-9 program in the amount of \$2000.00 which were the proceeds from a car show fund raiser held by the VFW Post and other sources.
- A check had been received from Dunkin' Donuts from a fund raiser that occurred during their open house in the amount of \$1000.00 for the K-9 program.
- Chief Boddington mentioned that other donations continue to be received and are needed. The dog is here, the purpose-built police vehicle has been received, and Ofc. Smith and K-9 Officer Ransom are currently in training.
- Commissioner/Shrewsbury Borough Mayor Sharkey noted that Shrewsbury Borough Council had voted to donate \$2500.00 to the K-9 program. He urged representatives from the other Member Boroughs to ask their Councils for a similar donation.

TELEPHONE SYSTEM PRESENTATION

- At the previous Commission meeting, Chief Boddington had advised the Commission regarding ongoing problems with the telephone system that had recently resulted in an approximately 2 day telephone service outage. The current telephone system is owned by the building owner and was purchased when the building was built about 1998. It is aging, the failures are related to long service life, the equipment has been manufacturing discontinued for several years and parts are no longer available for service,

repair, and support per a reliable local support vendor who has been maintaining and repairing the system. Nate Kirschman was directed to explore alternative solutions to meet the land-line telephone requirements of the Department.

- A presentation was prepared and solution recommendation was made. An inquiry had been made with the department's information technology (I. T.) support organization regarding a state-of-the-art, Internet-technology-based solution that could ride on the department's existing data network. Due in part to a capital expenditure for a telephone system is not in the budget and air conditioning and ventilation in the department's information technology / file room is currently inadequate, the recommendation was made to use a "cloud-based" telephony provider and standardized Internet-protocol telephones that would meet and exceed our current telephony requirements with a minimum capitol investment. During preparation to present a solution, and in discussions with department and the I.T. support contractor team regarding planned I.T. work to be budgeted for the next year, it was determined that the existing Ethernet switch completely full. And an Ethernet switch that could power devices was also needed. PowerPoint presentation, including pricing, was prepared and presented at the meeting. A copy of that presentation is attached and made a part of these minutes. There was a significant discussion among the Commissioners.
- A motion was made Commissioner Buchanan to authorize Kirschman to implement the presented solution as presented to proceed immediately. The motion was seconded by Commissioner Stewart. The discussion continued. Kirschman was directed to engage with the vendor to implement the cloud-based solution and but to also have a customer-premises-equipment (CPE) based solution pricing available when funding is budgeted to limit monthly network costs. Commissioner Buchanan modified his motion to authorize Kirschman to go with the proposal as presented by contracting as necessary with 3rd Element who we've had a long track record of satisfaction and GreenLink Networks for required network-based services to make the change as presented here, make the change as quickly as possible, and keeping in mind that other decisions can be made later. The motion passed with 7 Ayes and one Nay. The motion passed.

PUBLIC COMMENTS

- None.

REVIEW & APPROVAL OF JUNE 5, 2019 MEETING MINUTES

- Chairman Trout asked for a review and approval of the minutes for meeting on June 5 as presented. There had been one minor change from the original emailed minutes and the changed draft minutes had been emailed.
- A motion was made by Commissioner Buchanan, seconded by Commissioner Burkins, to approve the minutes as submitted. The motion passed with an Aye vote. Commissioners Merrill and Benton abstained.

REVIEW & APPROVAL OF JUNE 2019 EXPENDITURES

- Expenses and financial reports through June 30, 2019 were presented with Finance Administrator Prego leading the discussion.
- Results for both May and June were presented and discussed.
- Revenue through June reflects the difference of the \$80,000.00 that was returned to the Boroughs.
- Salaries and wages: We are down one officer. Overtime is holding its own based on SRO's now being available to cover shifts and Chief is continuing to cover shifts. Total wages are below budget.
- There is a health insurance surplus of \$52K, 50% of what might be reimbursed minus certain fees. The total projected surplus is \$105,752.00 after certain claims are closed out. Premiums will be lower than projected due to not having full officer staffing.
- Vehicles: Holding our own, approximately as expected.
- Operating expenses are different that projected due to the grant for body armor.

- Some other expenses are lower than projected due to not having the same level of certain activities as previous years.
- Commissioner Herzberger asked about the K-9 expenses. All expenses relating to the K-9 project are handled through separate accounts funded through donations to that project and account.
- A precise report regarding the K-9 project is not available for this meeting. However, the dog has been acquired, the vehicle has been acquired, training is proceeding, and there remains some money in the account.
- The veterinarian at Leaders Heights has offered free medical care for the dog, reducing anticipated expenses.
- There were several detail-related questions from the Commissioners directed to Administrator Prego and the Chief.
- The SRO contract has expired June 30. We have increased the PPU costs by 2% and those costs are included in next years contracts. This information spawned a detailed discussion.
- A motion was made by Commissioner Herzberger to approve expenses for May from the Monthly Expense report of \$141,594.81 and approve the check detail including several ACH's (electronic transfers) and check numbers 11225 through 11265. The motion was seconded by Commissioner Burkins. The motion passed with an Aye vote.
- A motion was made by Commissioner Herzberger to approve expenses for June from the Monthly Expense report of \$150,416.28 and approve the check detail including several ACH's (electronic transfers) and check numbers 11266 through 11298. The motion was seconded by Commissioner Buchanan. The motion passed with an Aye vote.
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CHIEF'S REPORT

- Chief Boddington reviewed the printed report for the period through 6/22/19.
- Totals for Glen Rock and Stewartstown are down slightly.
- There were 2 carnivals during the period. Stewartstown carnival is a current event.
- The rest of the report detail was reviewed.
- Commissioner Merrill inquired regarding the School Districts reported time. It is reported through June 22. They are billed quarterly.
- The Shrewsbury and New Freedom carnivals were relatively uneventful.
- The 4th of July fireworks shot off by individual community members caused numerous complaints.
- The tent stands for fireworks can't sell the "good stuff". Only the major sellers with proper storage facilities may sell the major flying fireworks and so forth.
- Commissioner Buchanan commented that he's read that other municipalities are planning ask the Commonwealth Legislator to rescind the law allowing fireworks sales to individuals. He will be proposing to Shrewsbury Borough Council that they support this effort.
- Chief Boddington mentioned that the materials used in making the fireworks can be disassembled and used to make more dangerous devices. There were many complaints and some damaging fires had been ignited by citizen fireworks.
- Chief Boddington attended Winterstown's recent Borough Council meeting. Our contract has expired March 31. North Hopewell have offered coverage for a lower amount. Our 40 hours service commitment include 24/7 availability versus North Hopewell's part-time coverage, requiring State Police coverage outside of their hours.
- Commissioner Merrill inquired regarding the municipal agreement duration syncing with the labor contract agreement period.
- A detailed discussion continued regarding the contract, percentages of increase, etc.

- Commissioner Buchanan made a motion that the Chief be authorized to commit to a 4-year contract with Winterstown through 12/23. The motion was seconded by Commissioner Sharkey. The motion carried with an Aye vote.
- Chief Boddington reported that there's an emu on the loose in the Winterstown area. The investigation and pursuit continue. The animal control, SPCA, and so forth are not able to be involved as it's considered to be a farm animal.
- Inquiries have been placed on the department's Facebook page regarding hiring the CSO and a law enforcement officer. Chief has received 4 applications for the CSO and 8 applications for the police officer position. Chief verified that the Commission wanted him to proceed with hiring for these positions. The personnel committee will be involved with hiring for both positions.
- SESD has hired a new Superintendent. Chief has met with him.
- Commissioner Merrill inquired regarding expectations of SESD regarding 24/7 coverage. The answer is that they are not expecting constant regular patrol, but they do expect response to reported incidents during and outside of school hours. The assigned SRO will be present in the various SESD facilities during regular school hours.

COMMITTEE REPORTS

INSURANCE & PENSION

- There's been some admin activity. Otherwise, No report.

PERSONNEL

- No report. There will be a personnel matter discussed in executive session.

FACILITIES & EQUIPMENT

- Concerns had been covered during the telephone solution presentation.

FINANCE & BUDGET

- The audit has been completed. Assets listed on the balance sheet have to be reconciled. There was a detailed discussion regarding what happened. It has mostly to do with vehicles that have been retired and other assets that we no longer have.

INTERGOVERNMENTAL AGREEMENT COMMITTEE

- Commissioner Sharkey reported that this evening was a normal time for the IGA committee to have met. A draft agreement has been developed and is being finished up. Information is still being received from Sgt. Smuck. When that information is added the agreement will be turned over to the finance committee to put numbers into the agreement as appropriate. Comments from Commissioner Merrill included the commitment from each community to support the department's mission.

EXPANSION AND GROWTH COMMITTEE

- No report

SOLICITOR'S REPORT

- Solicitor Ruth has completed the letter and agreement regarding transfer the K-9 vehicle from the New Brighton PD to SRPD.
- There were right-to-know requests that have been handled.
- Pending litigation will be discussed during Executive Session.

EXECUTIVE SESSION

- A motion was made and seconded to include the Alternate Commissioners in the executive session.
- The executive session began at 21:00 and ended at 21:35.
- Personnel issues were discussed.

OLD BUSINESS

- Commissioner Merrill asked if copies of the now current collective bargaining agreement had become available. There had been some formatting issues remaining to be cleaned up prior to distribution. Commissioner Sharkey replied that the table of contents now matches the document but that the signature pages haven't been resigned. It was agreed that the text of the document can be made available.

NEW BUSINESS

- None

MOTION TO ADJOURN: The next Commission meeting will be August 7. A motion for adjournment was made by Commissioner Stewart, seconded by Commissioner Buchanan. There was a unanimous Aye vote at 21:38.




SRPD Future-Ready Telephone Solution

Noah Snyder, 3rd Element Consulting
Nate Kirschman




Background

- Current telephone system has been in service since 1998 when the building was built. The equipment has been failing more rapidly due to age.
- Repairs have been made to it as needed. Routine maintenance had not been done until recently.
- Equipment and telephone instruments are now manufacture-discontinued. Parts for repair or additions have become a larger problem. The potential problem was originally identified during 2015.




Goals of the Project

- Continue to have reliable voice communications (Telephony)
 - Reduce service interruptions and distractions associated with the currently deteriorating phone system
- Future-ready solution
 - Public Network Advancements
 - NG9-1-1
- Combine Information Technology Networking with the Voice Telephony solution.
 - Serviceability
 - Reduced costs
- Dove-tail with other I.T. projects being planned.




Financial Goals of the Project

- Minimum CAPEX now – un-budgeted expense
- Re-allocate some costs to monthly expenses – minimize fiscal impact as much as possible
- Service and Support Synergy
 - I.T.
 - Telephony






- NO Ethernet Cabling Job Now !
- Reuse All Existing Data Network Cable




Proposed SRPD Blended I.T./Telephony Solution

Replace Ethernet Switch
Current 24-Port Ethernet switch is completely full and doesn't support PoE

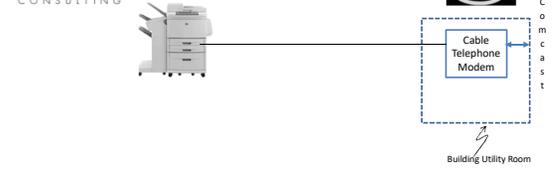
UniFi 48-Port PoE+ Gigabit Network Switch






Proposed SRPD Blended I.T./Telephony Solution
Block Diagram

SRPD Office



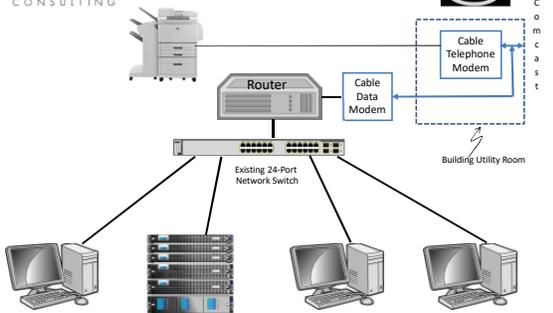
Comcast

Building Utility Room




Proposed SRPD Blended I.T./Telephony Solution
Block Diagram

SRPD Office



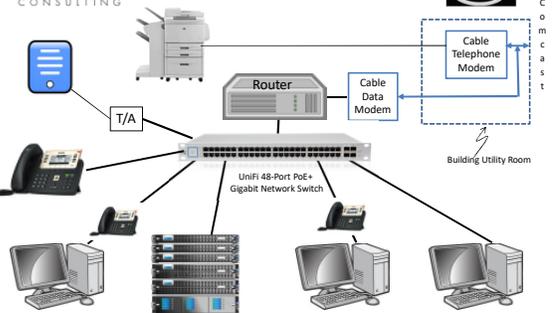
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Proposed SRPD Blended I.T./Telephony Solution
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SRPD Office



Comcast

Building Utility Room



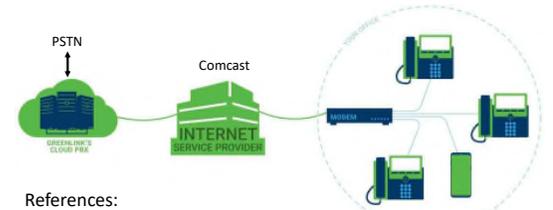


Cloud based VoIP lets you:

- Have as few or as many extensions as needed
- Choose the phone brand you want to use
- Standardized SIP phones
- Keep your established phone numbers
- Add new phone numbers for specific applications
- Scale easily as your business needs change
- Connect remote workers and satellite offices
- Make unlimited calls in the US, Canada, and Puerto Rico
- Enjoy unlimited technical support







References:

- Upper Allen Twp Municipal Office & PD
- Silver Spring Twp Municipal Office & PD
- Mechanicsburg Borough PD



Financial



- **Comcast:**
 - Current Monthly Costs: \$246.65
 - 5 telephone lines including fax
 - 75/15 MBPS Data
 - New Monthly Costs \$181.80
 - 1 fax line
 - 150/20 MBPS Data
 - Savings: **\$ 64.85**



Financial Breakdown



- **IP Telephony Costs (Recurring)**
 - Extension with Phone: \$19.99/mo
 - Virtual Extension (Mailbox, etc.) \$14.99/mo
- **One-time Costs(Non-Recurring):**
 - SIP T27G Telephones Purchase \$116.60/ea
 - Terminal Adapter Purchase (callbox) \$ 83.40
 - UniFi 48-Port PoE Ethernet Switch \$835.00



Financial Summary



- **One-Time Costs: \$2518.20**
- **Recurring Monthly Costs:**
 - GreenLink: \$ 399.78
 - Comcast: \$ 181.80
- **Total Monthly Recurring Costs: \$ 581.58**
- Maintenance Savings: (spent January 2015 to date) \$ 3031.65
- **Points of Comparison:**
 - Replacement PBX's budgetary pricing ranged from \$10,500.00 to \$22,834.81 + \$2,750.00 Cabling Job