

**Southern Police Commission
Monthly Scheduled Meeting
August 7, 2019**

A public meeting of the Southern Police Commission was held on Wednesday, August 7, 2019. The meeting convened at the New Freedom Borough Council Chambers, 49 East High Street, New Freedom, PA 17349.

Commission Members Present: Donna Benton, Roy Burkins, Tim Kitchell (seated alternate), Kenton Kurtz (seated alternate), Larry O'Brien, Mike Sharkey, John Trout

Solicitor: Peter Ruth

Police Department Staff: Chief James Boddington, Financial Administrator Gail Prego, Administrator Diana DeMoss, Ofc. Heffner, Ofc. D. Smith, K-9 Ofc. Ransom

Members Absent: Buck Buchanan, Rob Herzberger, Andrew Stewart

Alternate Members Present: Bruce Merrill

IGA Committee Members: None

Special Guest: The Honorable Lindy L. Sweeney, District Judge Magisterial District 19-3-04

PLEDGE OF ALLEGIANCE

The meeting was called to order by Chairman Trout at 19:01 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 Trout announced that there will be no Executive Session.
- Chairman Trout welcomed the guests and members of the public who are attending this meeting.

PUBLIC COMMENTS

- George Lavery, representing Southern York County Rotary Club, addressed the meeting. He mentioned that their motto is: "Not a Moment Too Soon." Mr. Lavery presented a check in support the K-9 Officer program to Officer D. Smith.

SWEARING IN OF K-9 OFFICER RANSOM

- Chief Boddington reviewed the origin of the current K-9 program that had started at the request of Officer Smith. With funds donated so far, we've been able to purchase a used K-9 vehicle from the New Brighton Police Department, and purchase K-9 Officer Ransom.
- Both Officer Smith and Officer Ransom have recently completed their full K-9 training at Castle's K-9 Inc. graduating "with flying colors". Both Officer Smith and K-9 Ransom are "on the street".
- Judge Sweeney administered the oath of office to K-9 Ransom.
- 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 serving the community.

REVIEW & APPROVAL OF JULY 16, 2019 MEETING MINUTES

- Chairman Trout asked for a review and approval of the minutes for meeting on June 16. Commissioner Sharkey noted a change of one word, VHF, to be VFW in the presentations section of the minutes.
- A motion was made by Commissioner Sharkey, seconded by Commissioner Burkins, to approve the minutes with the requested change. The motion passed with an Aye vote. Commissioner O'Brien abstained. The motion passed with an Aye vote.

REVIEW & APPROVAL OF JULY 2019 EXPENDITURES

- Expenses and financial reports through June 30, 2019 were presented and discussed at the previous alternate-date meeting.
- Finance Administrator Prego discussed that the current savings accounts with People’s Bank are not interest-bearing. She had met with a representative from the Bank and they had determined what changes are required to make better use of the products we use from this Bank.
- 1st change proposed by Administrator Prego is to re-structure the accounts. Some of our checking accounts are earning interest. A change to the primary account to become a Municipal Index Checking Account will allow it to bear interest if the balance doesn’t fall below \$25,000 and is tied to the 4-week T-Bill rate.
- The Payroll account will remain as it is, as it fills and empties each month and earns some interest. Same treatment for the K-9 account.
- The savings accounts: The plan is to move to a Municipal Index Money Market account. There’s a \$10,000 minimum, which we can maintain due to the reserves. If the balance remains above \$25,000 it will bear interest. Administrator Prego recommended that the various savings account funds be put into one account and that the balances for each of the functions funded by the account be reported separately each month. The software we use can accommodate this requirement.
- Solicitor Ruth, when asked, opined that there should be no legal reason why these funds can’t be combined into one bank account.
- A motion was made by Commissioner O’Brien to merge the interest-bearing accounts into Municipal Indexed Money Market account. Commissioner Burkins seconded the motion. The motion was modified to approve switch the primary account to a Municipal Indexed Checking Account. Both Commissioners making the motion agreed to the modification. The motion passed with an Aye vote.
- 2nd change proposed by Administrator Prego is to change the type of credit card. The current card gains “points” and incurs maintenance costs but due to the low limit no points are actually earned. She requested that the limit be raised from \$2,000 to \$5,000. There have been several purchases that have exceeded the current limit plus it tends to cap the amounts that can be spent during the monthly cycle below that which is necessary. Otherwise opening accounts with vendors, issuing purchase orders, and so forth elongates the purchase cycle. Commissioner Sharkey asked about the approval process for purchases. Administrator Prego answered that all purchases and invoices must have a form completed and approved by the Chief regardless of if PO’s or credit cards are used. Commissioner O’Brien asked further about accountability. A detailed discussion continued. The new cards will not have fees.
- A motion was made by Commissioner Sharkey, seconded by Commissioner O’Brien, to increase the credit card limit to \$5000.00. There was further discussion and Administrator Prego will investigate the products available to be sure that we’re getting the lowest rates charged by the bank and the “best deal”. The motion carried with an Aye vote.

CHIEF’S REPORT

- Chief Boddington reviewed the printed report for the period through 7/20/19.
- Incidents are up due to the summer months.
- There were 3 carnivals during the recent months. Staffing these events effects the balance of time in each municipality.
- Time balance is affected by vacations. Administrator Prego mentioned that overtime is also affected but is not excessive due to Chief Boddington filling in on the understaffed shifts.
- There were no major incidents during the carnivals.
- There were over 21 calls in Glen Rock in one day due to car thefts. They got only small change; no valuable property was stolen that we’re aware of.
- National Night Out in Stewartstown / Hopewell area park was led by Officers Cary and Swartz. There was a good turnout and everyone seemed to have had a good time.

- Some additional emergency lighting was placed on the K-9 vehicle to increase visibility. K-9 and handler are in service.
- The budget preparation is in progress. A list of items is under development and both Chief and Administrator Prego are working on it. Items include:
 - Computer System and Server
 - Ethernet switch as part of the telephone implementation
 - Record Management System (RMS) during the next year or two. Newer technology is available and obsolescence is being looked at.
 - Vehicle replacement planned for 2021.
- Alternate Commissioner Merrill asked the Chief if the budget would be prepared by September. Chief Boddington replied that a preliminary budget will be available. Health insurance plan and cost information isn't typically available until November so those items will be roughly estimated.

COMMITTEE REPORTS

INSURANCE & PENSION

- No report. Chief Boddington mentioned that the K-9 officer and associated vehicle have been added to the current insurance policies.

PERSONNEL

- Commissioner Sharkey reported that there were 5 applicants for the new officer position. After the second round of interviews the Committee authorized the Chief to make an offer to an applicant. The successful candidate is Steven Boddington, the Chief's son. There's plenty of precedence for this sort of thing in law enforcement. There was a discussion regarding conflicts of interest and there's a plan in place to deal with that eventuality. Our current officers had supported Steven's applying for this position.
- Commissioner Sharkey made a motion that the Personnel Committee make an offer of employment to Steven Boddington. The remainder of the pre-employment process will be completed. Commissioner Kitchell seconded that motion. The motion carried with an Aye vote.
- Commissioner Sharkey reported that they'd interviewed 2 candidates for the position of Community Service Officer (CSO). One was heavy on police background and one was heavy on administration. The Committee recommended hiring the person heavy on administration due to the Chief's desire to use that person more heavily in that type of work. The other candidate had been a Baltimore City Police Officer. The Personnel Committee would like to keep that application on file for subsequent consideration for employment. No motions or vote were taken regarding this employment offer and there was no further discussion.

FACILITIES & EQUIPMENT

- Commissioner Burkins discussed the carpet replacement project. It has been delayed for a couple of years due to scheduling and later on uncertainty as to whether SRPD would continue to occupy the space in the New Freedom municipal building. The carpet material was donated several years ago and has been in storage. The person who'd previous bid to do the work is now retired. Previous quote was for \$1600 or \$1700 to do the work. Commissioner O'Brien made a motion to authorize up to \$2000.00 to be appropriated to complete the carpet installation. Commissioner Benton seconded the motion. The motion passed with an Aye vote.
- Commissioner Burkins reported that he'd received a proposal from W. W. Gemmill to install a suitable small remoted air conditioning unit to provide adequate cooling and air circulation in the computer/file room. Secretary/Technical Resource Kirschman explained that the current attempts to put in supply and return ducting from the building air conditioning is inadequate. During the warmer days the room door must be left open and still doesn't provide adequate air exchange to cool the room. The file room is

supposed to be locked at all times except as needed to gain access to information in the files or for service of the information technology equipment. The proposed independent unit would be capable of providing both cooling and heat as needed using its own thermostatic control. The estimate is around \$5k. A detailed discussion continued. Fans have been used to augment the air exchange. The commission asked Commissioner Burkins to obtain several more quotes. Commissioner O'Brien will discuss the desired changes and installation of equipment to the building to install such as system with New Freedom Borough leadership.

- Secretary / Technical Resource Kirschman reported that the phone system change is in process. Equipment and services have been ordered and call routing and configuration discussions are happening and more are scheduled. A report on checking reference of users of a system from the vendors we're using was made. Those police departments speak highly of the solution and vendors.
- We've received a proposal from Telecom Business Solutions for the subsequent addition of a customer premises-based Zultys IP telephone system (CPE) solution for \$8475.14, including complete installation, one year of Hardware Warranty, 1-year Software Assurance, and 1-year TeleCom Gold Service Warranty. Trunking costs must be added back in, estimated between \$50 and \$75 per month depending on traffic and how they're provisioned. (SECRETARY'S NOTE: Information not presented during the meeting: Second year costs for the Zultys CPE include Gold Service Maintenance from TeleCom for \$948.00 and Zultys Software Assurance Subscription of \$420.00. Subsequent years will be similar charges, probably adjusted for inflation.)
- A second vendor was sought for a CPE proposal. The potential vendor was chosen based on the hardware/software manufacturers affinity with the IP telephone supplier we've chosen and platforms they say they support and potential vendors of those platforms in our area. The potential local vendor turned out to be new to telephony and didn't provide a suitable proposal.
- The ROI and ongoing costs comparison between continuing with the network-based solution and customer-premises solution was discussed. It was concluded that we'll continue the path we're on and put the potential of CPE-based solution into next year's budget.
- Chairman Trout announced that Secretary / Technical Resource Kirschman has submitted his resignation from service to the Commission and Department to be completed no later than November 30, 2019.

FINANCE & BUDGET

- No report.

INTERGOVERNMENTAL AGREEMENT COMMITTEE

- Commissioner Sharkey reported that the Committee met the previous evening at the normal time for the IGA committee to have met. An executive summary is being prepared for the next meeting of the Committee to be reviewed with the Draft of the IGA. After the next IGA Committee meeting the draft IGA should be prepared for submission to the Commission at their next meeting.

OUTREACH COMMITTEE

- Commissioner O'Brien met with 2 of the remaining members of the Southwestern Regional Police Commission, Spring Grove and Heidelberg Township. Mayor Beverly Hilt of Spring Grove Borough is in attendance at our meeting this evening. There is some interest in exploring the next steps. Solicitor Ruth stated that North Codorus Township has submitted their notice of withdrawal from Southwestern Regional Police and that their Supervisors have approved an agreement with Northern Regional Police. Northern Regional has prepared a presentation to the remaining municipalities that are part of the current Southwestern Regional Commission.
- There was considerable detailed discussion and Q&A between Mayor Hilt and our Commissioners. Chief Boddington recommend that we consider getting DCED to study the potential of merging with one or more departments, adding municipalities, and so forth. Chairman Trout mentioned that the future is in growth and the potential of selling services, merging, or some other recommended solution. Chief

Boddington observed that the savings a municipality are likely to experience are coming from fewer hours of service. Chief gave detailed explanation of what might happen and how it will look after a municipality realizes that they need more service hours. Commissioner O'Brien opined that having a larger area of coverage and population requiring police services would help to achieve the economies of scale to make costs to operate the department better.

- Commissioner Burkins made a motion to authorize the Chief to engage DCED for a study of the possibilities of merging or offering services to Spring Grove, Heidelberg Township, and Manheim Township. The motion was seconded by Commissioner O'Brien. A discussion continued. It was also agreed that Commission Members could participate in visits to the other municipalities. The motion passed with an Aye vote. Commissioner O'Brien and Chairman Trout will be the outreach committee members to participate in this work.

SOLICITOR'S REPORT

- None. In the interest of full disclosure, Solicitor Ruth mentioned that he's also the solicitor for Spring Grove Borough.

OLD BUSINESS

- None

NEW BUSINESS

- None

ADDITIONAL PUBLIC COMMENTS:

- Regarding merging or offering police services to Spring Grove, Heidelberg Township, and Manheim Township, Alternate Commissioner Merrill stated that because policing is labor intensive one should not expect a significant savings from a larger police department. He suggested that a more useful and potential benefit is that a larger department can more easily accommodate fluctuating staffing requirements. The natural turn-over due to retirements or people choosing to leave for other opportunities is greater in large organizations and that can help mitigate disruptive personnel actions should it be necessary to reduce personnel. Conversely, should the need to increase personnel arise, the individual overtime burden in a larger organization would be less during the time-frame needed to hire and train new officers.
- Chief Boddington mentioned that there'd been telephone inquiry from the Red Lion School District about police coverage for Winterstown Elementary. He assured them that we were covering that school.

MOTION TO ADJOURN: The next Commission meeting will be September 4. A motion for adjournment was made by Commissioner Burkins, seconded by Commissioner O'Brien. There was a unanimous Aye vote at 20:32.