

**Southern Police Commission  
Monthly Scheduled Meeting  
September 4, 2019**

A public meeting of the Southern Police Commission was held on Wednesday, September 4, 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, Rob Herzberger, Bruce Merrill (Seated Alternate), Mike Sharkey, John Trout

**Solicitor:** Peter Ruth

**Police Department Staff:** Chief James Boddington, Financial Administrator Gail Prego, Administrator Diana DeMoss, Administrator Kim Murtagh, Ofc. Heffner

**Police Department Staff (early part only):** Officers Carey, Grove, Hanson, Saylor, Det. Shafer, Swartz, Sgt. Teague

**Members Absent:** Buck Buchanan, Andrew Stewart

**Alternate Members Present:** None

**Members in Audience Present:** Larry O'Brien

**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 19:02 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 from the audience. There were none.

CHAIRMAN'S ANNOUNCEMENTS

- Chairman Trout announced that there will be an Executive Session.
- Chairman Trout read a letter from Winterstown Borough giving official notice that the Winterstown Borough Council voted to retain the services of North Hopewell Township for Brough Police Services effective October 1, 2019. Appreciation was given for many years of service to Chief Boddington and the SRPD Officers. A copy of this letter is attached to and made a part of these minutes.

CHIEF'S ANNOUNCEMENTS

- Chief Boddington introduced two (2) new hires who have joined the department. There is a part-time civilian employee and an additional full-time officer.
  - Kim Murtagh was introduced as the new part-time civilian employee who had started September 3. She will have administrative and partial CSO duties.
  - Steven Boddington was introduced as the new full-time police officer. He has completed the Police Academy training and had served with the Harrisburg Police Department. Our department's officers had suggested that Ofc. Boddington apply for the open position with our department.

SWEARING IN OF OFFICER BODDINGTON

- Judge Sweeney shared that her late father-in-law, Charles Sweeney, had administered the Oath of Office to a then young Officer (James) Boddington as Shrewsbury Borough's first police officer.
- Judge Sweeney administered the oath of office to Officer Steven Boddington.
- Chief Boddington and Officer Boddington's mother assisted with pinning on the badge.

There was a brief break to allow those not interested in attending the remainder of the Commission meeting to depart.

#### REVIEW & APPROVAL OF AUGUST 7, 2019 MEETING MINUTES

- Recording Secretary Kirschman stated that there were two changes from the originally emailed minutes, one to provide clarifying comments received from Alternate Commissioner Merrill and another correcting date of this evening's meeting that had been noticed to be in error by Commissioner Benton.
- A motion was made by Commissioner Merrill, seconded by Commissioner Benton, to approve the minutes with the requested changes. The motion passed with an Aye vote. Commissioner Herzberger abstained.

#### REVIEW & APPROVAL OF EXPENDITURES

- Expenses and financial reports through July 31, 2019 were presented Financial Administrator Prego leading the discussion.
- We appear to be under budget due to the \$80K rebate to the member municipalities from the health insurance money.
- Salaries and wages are still running under budget due to previous understaffing of officers. That should change due to the new hire. Uniforms and other costs will be covered by the under-run in these expenses.
- Health care costs continue to run below expectations due to mix of family content and individual officers.
- Vehicle expenses continue as expected, with maintenance expenses in August. Fuel expense is lower than budget.
- Police operating expenses are on target. Body armor grant has reduced some of those costs to the department.
- Occupancy expenses and administrative costs to date are also below budget.
- Commissioner Merrill asked about the impact of the loss of income associated with Winterstown. An anticipated \$45k might be affected. Administrator Prego indicated some of the loss is anticipated to be made up from the lower expenses.
- Commissioner Herzberger asked questions that prompted a detailed discussion with Administrator Prego. A reduction in insurance costs of approximately \$52K could be anticipated.
- Commissioner Merrill asked Chief Boddington about covering Winterstown School. The answer is that we will be covering Winterstown School until the end of the Winterstown Borough contract. Solicitor Ruth has sent a rescindment letter regarding the current MOU effective 10/1/19.
- A motion was made by Commissioner Herzberger to approve monthly expenses of \$140,885.53 and to approve the Monthly Check Register that includes various ACH transactions and checks numbered 11299 through 11335. The motion was seconded by Commissioner Sharkey. The motion was passed with an Aye vote.

#### CHIEF'S REPORT

- There are no printed reports prepared due to the early meeting relative to the end of the previous month.
- The "hour board" indicates that patrol coverage is within tolerance.
- Kim Murtagh has begun working in an administrator.
- Ofc. Boddington is preparing for FTO.
- On the evening after K-9 Officer Ransom was sworn in, Officer Smith and K-9 Officer Ransom assisted PSP in Chanceford Township to apprehend a suspect who was hiding in a farm field. The K-9 team

continues to train and prepare, and the word is getting out regarding our department offering this capability.

- Within a 24-hour period there were 2 opioid overdoses. Both subjects were administered Narcan by our officers and were saved. The opioid epidemic continues and it's hoped that the K-9 officer team can help interdict some of it.
- SRO's are back in the schools. Student interactions and busses being passed by motorists are concerns. Speed enforcement is being increased as well as use of the speed trailer.
- Chairman Trout asked the Chief about the DCED study. DCED have been contacted. Letters of intent were submitted by SRPD and SWRPD chairmen. DCED has accepted both letters and meetings are being arranged shortly to state the criteria upon which to base the feasibility study.
- Commissioner Sharkey reminded members that the "stealth radar unit" is available to any member municipality. Chief stated that it's been used during the Covington speed study. It turns out that commute times provide the most traffic count and greatest amount of speeding.
- Chief Boddington mentioned how much more effective our department could be using radar to assist with speed enforcement.

## COMMITTEE REPORTS

### **INSURANCE & PENSION**

- Finance Administrator Prego mentioned that we need a resolution to approve the MMO.
- Solicitor Ruth stated that the Commission have to approve the Minimum Municipal Obligation. There are two to be approved: non-union and union. Resolution 2019-1 was introduced to approve the MMO for the Southern Police Commission pension plan. This is the uniformed union plan in the amount of \$148,802.00. This resolution also approves the for the non-union pension plan in the amount of zero dollars (\$0).
- A motion was made by Commissioner Benton, seconded by Commissioner Burkins, to approve Resolution 2019-1. It was approved by an Aye vote.

### **PERSONNEL**

- Commissioner Sharkey reported that the hiring of the new officer has been completed with tonight's swearing in of that officer.
- Commissioner Sharkey reported that there's been an internal investigation regarding an article that was published in the local newspaper detailing Facebook posts by one of our officers. The internal investigation is complete and the personnel committee will be meeting to review the report from the internal investigation. Personnel committee will discuss the internal investigation with the commission at the October meeting.
- Commissioner Sharkey reported that has been a discussion with the police officer's association regarding pay with reference to the K-9 partner officer and the current contract. This subject can be discussed during the executive session

### **FACILITIES & EQUIPMENT**

- Commissioner Burkins is still working on the carpet replacement project.
- Commissioner Burkins is continuing to get 3 quotes for the computer room air conditioner.
- Nate Kirschman reported that the telephones and new Ethernet POE switch have been received. He will be going to vendors office to inspect features and review configuration. Installation is scheduled for September 10.

### **FINANCE & BUDGET**

- Administrator Prego reported that the budget report is very preliminary and budget preparation is in progress.
- We know what the labor contract is, so that part is completed.
- The ratings aren't in for the workmen's comp.
- Health insurance information is not available. Estimated 7% increase.
- Liability insurance costs aren't known.
- With Winterstown revenue gone and Glen Rock fixed at 7.5 PPU's, the redistribution of expected PPU revenue will affect the other municipalities more.
- Revenue available from the school district contracts will relieve some of the shortfall due to the costs of the officers supporting those contracts are being covered by the associated income.
- The CapEx plan includes:
  - Replacing the servers due to end of life.
  - Record management change-out due to the vendor changes.
  - Body cams group 2, 3, 4, 5 that are part of the contract.
  - A vehicle should be replaced in 2021. Money should be set aside during 2020 at an estimated 50% of the project cost, with the remainder attributed to the 2021 projected budget. Likely an SUV 4x4.
  - Health care costs are variable due to officer family requirements.
- Chief distributed a preliminary internal document showing the budget figures identified to date. This is NOT a completed document and not for distribution.
- Chief is attempting to identify optional CapEx projects that can be executed if surplus funds are identified. This due to previous concerns expressed about using excess balances for unanticipated project opportunities and purchases.
- The server and RMS replacement are not optional.
- Things like the utility trailer will be included in the optional surplus funds list.
- A detailed discussion continued.
- Commissioner Merrill discussed eliminating the part-time officer position as an expense to offset the loss of revenue from Winterstown. Administrator Prego replied that the overtime budget makes an assumption that the part-time officer is on the schedule.
- Commissioner Herzberger will arrange a meeting of the Finance Committee with Administrator Prego between now and the October 2 scheduled commission meeting to make the budget ready for submission.

#### **INTERGOVERNMENTAL AGREEMENT COMMITTEE**

- Commissioner Sharkey reported that Commissioner Merrill had been unavailable for the 2<sup>nd</sup> committee meeting in August. There is an executive summary prepared but the committee has not met to review it. Commissioner Merrill suggested that the executive summary be sent out to the members. Commissioner Herzberger said that the executive summary should be sent with the draft for review so that negotiations can begin with the Councils. Commissioner Sharkey said that will be done.

#### **OUTREACH COMMITTEE**

- Commissioner O'Brien had met with 2 municipalities who are members of Southwestern Regional and had schedule another meeting. It appears that they "have their hands full" with current events and have cancelled that meeting. They indicated that they'd be in touch after Labor Day.
- Commissioner Merrill had attended the last Southwestern Police Commission meeting. There seems to be pressure for them to reach a decision, which they haven't made yet. The budget and pending litigation are concerns.
- Solicitor Ruth said he understands that they are meeting with York Area Regional this month and that Northern Regional had made a presentation at the last meeting. Commissioner Merrill shared

observations of the discussion that included patrol synergy with Jackson Twp. and concerns regarding traffic enforcement practices of Northern Regional. Solicitor Ruth mentioned that York Area Regional are positioning themselves as available to offer services in case the ideas of charging for State Police services become a reality in the Commonwealth.

- A detailed discussion continued. It appears that some of the municipalities are looking for 80 to 100 hours per week of law enforcement services and patrol coverage.

#### **AUDIT QUESTION**

- Commissioner Herzberger asked about the audit. Administrator Prego responded that the audit is complete. There was a detailed discussion.
- Administrator Prego reported that the changes to the accounts with the bank, discussed at the last meeting, have been completed.
- Commissioner Merrill raised concerns regarding the accuracy of the calculations used for the Stewartstown buy-in in previous years. There was an inconclusive discussion.

#### **SOLICITOR'S REPORT**

- Solicitor Ruth mentioned having work on the MMO resolution for the Commission's vote earlier as well as the Winterstown letter mentioned earlier by the Chief regarding cancellation of the MOU with Winterstown School.

#### **EXECUTIVE SESSION**

- Chairman Trout announce the Executive Session at 20:20. He requested a motion to approve alternate members to attend the session. A motion was made by Commissioner Benton, seconded by Commissioner Burkins. There was an Aye vote.
- The public meeting of the Commission reconvened at 21:12 and a personnel matter had been discussed with no action required by the Commission.

#### **OLD BUSINESS**

- None

#### **NEW BUSINESS**

- None

#### **MOTION TO ADJOURN:**

- There was a question regarding the necessity for a second meeting this month to discuss the budget. It was determined that the budget committee would meet.
- The next Commission meeting will be October 2. A motion for adjournment was made by Commissioner Burkins, seconded by Commissioner Sharkey. There was a unanimous Aye vote at 21:14.

# Winterstown Borough

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12244 Winterstown Road \* Felton, PA 17322 \* 717-825-6463  
winterstownborough@gmail.com \* www.winterstownborough.com

August 15, 2019

**VIA REGULAR AND CERTIFIED MAIL**

Attn: Commissioners and Chief Boddington  
Southern Regional Police Department  
47 East High Street  
New Freedom, PA 17349

Dear Commissioners and Chief Boddington:

This letter is to give official notice to the Southern Regional Police Department that the Winterstown Borough Council voted unanimously at its regular council meeting on August 13, 2019, to retain the services of North Hopewell Township for borough police services. This change is effective October 1, 2019, and therefore Southern Regional's police services to Winterstown Borough should end as of 11:59 p.m. on September 30, 2019.

At the meeting, the borough expressed its thanks to Chief Boddington for the many years of service to the borough. Any questions you may have should be addressed with the borough solicitor Doug Myers. He can be reached by phone at (717) 845-1524, or by email at [dmyers@mpl-law.com](mailto:dmyers@mpl-law.com).

I sincerely wish you all the best as you continue to provide police services to communities of York County.

Sincerely,



Herbert Grove  
President of the Borough Council

cc: Doug Myers, Solicitor