

**Southern Police Commission
Monthly Scheduled Meeting
October 2, 2019**

A public meeting of the Southern Police Commission was held on Wednesday, October 2, 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, Clay Gallegos, Rob Herzberger, Bruce Merrill (Seated Alternate), Mike Sharkey, John Trout

Solicitor: Peter Ruth

Police Department Staff: Chief James Boddington, Financial Administrator Gail Prego

Members Absent: Buck Buchanan, Larry O'Brien

Alternate Members Present: Rollin Apgar

IGA Committee Members: None

PLEDGE OF ALLEGIANCE

The meeting was called to order by Chairman Trout at 19:03 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

- Chairman Trout announced that there will be an Executive Session.
- There are two new members of the Commission. The official letter assigning these members has not been received from Glen Rock Borough. Clay Gallegos is the new regular member of the Commission, and Rollin Apgar, a previous Commissioner, has been appointed as the alternate and is a representative from Glen Rock for the IGA committee.
- Both new members were sworn in by Chairman/Glen Rock Mayor Trout.

PUBLIC COMMENTS

Chairman Trout requested public comments from the audience. There were none.

REVIEW & APPROVAL OF SEPTEMBER 4, 2019 MEETING MINUTES

- There were no changes or comments during the meeting. Two changes had been requested during the email review process and were included.
- A motion was made by Commissioner Herzberger, seconded by Commissioner Sharkey, to approve the minutes. The motion passed with an Aye vote.

REVIEW & APPROVAL OF EXPENDITURES

- Expenses and financial reports through August 31, 2019 were presented with Financial Administrator Prego leading the discussion.
- Railroad and Winterstown numbers are not included in this report past July 20.
- We appear to be on budget for the most part, with the major difference being the \$80K rebate to the member municipalities from the health insurance money.
- We have not received the second surplus payment.
- Salaries and wages are still running under budget due to previous understaffing of officers. The addition of Officer Boddington will cause that difference to converge. 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.

- At the end of September, we received the Pension State Aid in the amount of \$122,891.97. That was about \$56k less than what we'd budgeted. Last year it was based on 12 officers, this year it's 14 officers.
- Vehicle expenses are a bit over budget. There is almost \$14k remaining in the vehicle budget most of which is fuel. The Chief's report contains additional information effecting vehicle expenses.
- Police operating expenses are on target relative to timing. Body armor grant has reduced some of those costs to the department.
- Administrative costs to date are as expected.
- Commissioner Merrill asked about the auditor's report. Administrator Prego is working on loading that information into the system.
- A motion was made by Commissioner Sharkey to approve monthly expenses of \$156,473.02 and to approve the Monthly Check Register that includes 5 ACH transactions and checks numbered 11336 through 11363. The motion was seconded by Commissioner Burkins. The motion was passed with an Aye vote.
- Administrator Prego presented Draft 3 of the 2020 budget.
- Clay Gallegos will be the replacement member on the Finance Committee.
- There was detailed discussion regarding contents of the draft budget document.
- Commissioner Merrill made a motion to approve the budget as presented for a total of January through December of 2020 of \$2,154,460.00 which total amount of cash payments will be \$1,844,596.00 and using available funds from this year for capital purchases. The motion was seconded by Commissioner Herzberger. Chairman Trout verified that the cost per PPU will be: \$39,635.00.
- Administrator Prego mentioned that if the insurance and other quotes we don't have information regarding are significantly different than expected we can change it. It's hoped that those amounts will be less than estimated. Health, liability, workers compensation insurance are the exact numbers we don't have at this time.
- The budget passed with a unanimous Aye vote.
- The budget will be sent to the member Boroughs for affirmation.
- A copy of the 2020 Approved Draft 3 budget is attached and made a part of these minutes.

CHIEF'S REPORT

- The printed calls and time report through September 14 was discussed with Chief Boddington leading the discussion.
- The report indicates that we are within expected tolerance for each municipality.
- There were extra incidents reported on Church Street, Glen Rock, and Shrewsbury is always busy.
- The next report will show more time attributable to Stewartstown due to additional traffic enforcement on Mill St. and S. Main St. The speed trailer has been deployed and is helping to remind people of their speed. Commissioner Burkins observed that it helps a lot.
- About 2.5 weeks ago there was a robbery in Shrewsbury. A career criminal from York had a job in the local area went into the laundromat and broke into the vending machine to get the money. The property manager used video surveillance to note the activity, confronted the guy, and was attacked by the criminal and got away. Evidence was collected, information was published on Facebook, and within 3 days the suspect was identified. Within a week charges were filed, warrants issued, and the guy was apprehended in Altoona and is in custody.
- There were 2 burglaries, one in Shrewsbury, one in Stewartstown, both are Chinese restaurants. There is a gang working out of the Baltimore / DC area that targets oriental restaurants because they know that those businesses keep cash on site. Using video surveillance and gathering evidence, and working with MD/DC law enforcement agencies, 2 suspects have been identified. Arrests are pending.
- There had been an attempt to by criminals from similar places to remove the ATM machine from the CVS pharmacy. Information received from other agencies that these criminals appeared to be in our

area and precise location of the criminals was made available to us. They were arrested and the tools of their trade and evidence from other crimes was seized at the same time.

- Chief Boddington observed that the crime is coming into our area due to the criminals becoming well known in their own areas and that they are expanding into our area. So even though our communities are relatively small, we're getting what appears to be big city crime. The video and software available to us are helping to resolve, and sometimes prevent, many of these crimes.
- The K-9 Officer Ransom made a good drug arrest that Ofc. Smith was working on. The K-9 officer has also assisted other agencies with drug arrests during commute time. Funds continue to be raised at events including the Freedom Fest and the Nazarene Church had a fund-raising event just for the benefit of the K-9 program resulting in a donation of \$460.00. Individual contributions continue to arrive. The K-9 vehicle re-stenciling and outfitting is continuing.
- Officer Blaise had an unfortunate incident with one of the SRO vehicles. He was out assisting an SESD student with an accident investigation. It had been raining slightly, our vehicle was off the road with warning lights in operation. A teen driver traveling at excessive speed lost control of his vehicle and crashed into the SRO cruiser, seriously damaging it. The SRO vehicle is "totaled". The major police equipment in the vehicle was not damaged. PSP investigated this accident and there's no fault on the part of our officer. Chief is working with the insurance companies and repair suppliers to get estimates for removal of equipment. The best current estimate is that we will get \$8700.00 for the wrecked car. The insurance company will pay to have the police equipment removed and reinstalled in another vehicle. They will also pay to have another vehicle decaled, lettered and painted. Chief is attempting to locate a replacement vehicle. Estimated additional cost will be about \$20K. If the wrecked vehicle is replaced with a new one, it would be put into regular patrol service and the oldest current patrol vehicle would be put into SRO service.
- One of the other older vehicles in SRO service has had an engine failure that requires replacement of the engine. Some ideas include:
 - A replacement engine for estimated \$7k.
 - Attempt major repair of the current engine.
 - Purchase the engine and transmission out of the wrecked car for about \$500.00 and put it in the car to replace the failed engine at a total cost of approximately \$2K. That engine has many miles on it as well, but it was still operational.
- There was a discussion regarding transplant of engine and transmission from the wrecked car to the car that has the bad engine. The wrecked car has about 146,000, the one that needs an engine has about 150,000. The discussion included the old Explorer that has no radio and computer but is marked and currently used for SRO duty, and a planned new vehicle originally scheduled for purchase in 2021.
- Commissioner Burkins made a motion that we take the wrecked car's engine and transmission and salvageable parts out of it and put it into the other SRO car to get that car up and running. The motion was seconded by Mike Sharkey. There were no further questions. The motion passed with an Aye vote with no opposition.
- Commissioner Burkins made a motion that we purchase a new car and move one of the current patrol cars into SRO service. The motion was seconded by Mike Sharkey. There was a discussion regarding the timing of this purchase. During the discussion Commissioner Gallegos recommended that the motion include a stated limit on the amount to be spent. \$20,000.00 was discussed. Commissioner Burkins modified his motion to include the up to \$20,000.00 limit, to be provided from 2019 reserves and added to the loss payment from the insurance company, seconded by Commissioner Sharkey.
- Chief Boddington mentioned that the figures he's proposed are guesses and not from quotes and requested some leeway regarding exceeding the stated limit. After further discussion, it was agreed to withdraw the previous motion, withdrawn by Commissioner Burkins.
- Commissioner Burkins made another motion that we take up to \$25,000.00 of our reserve funds to replace the wrecked car and take one of the current patrol cars and put it in SRO service. The motion

was seconded by Commissioner Sharkey. Chief Boddington said he'll keep it as low as possible. There were no further questions. The motion passed with an Aye vote and no objections.

- There was a discussion regarding the circumstances of the accident that damaged our vehicle. Chief provided the detailed information.

COMMITTEE REPORTS

INSURANCE & PENSION

- No report.

PERSONNEL

- Commissioner Sharkey reported that there was a personnel matter to be discussed in Executive Session.
- There is no update on the K-9 officer pay research. There is ongoing discussion.
- The internal investigation regarding the YDR article may be discussed in Executive Session.

FINANCE & BUDGET

- Commissioner Herzberger reported that, with Administrator Prego's tremendous help, the budget has been completed. He thanked the other members of the committee for their participation.

FACILITIES & EQUIPMENT

- Items have already been covered during the Chief's report.

INTERGOVERNMENTAL AGREEMENT COMMITTEE

- Commissioner Sharkey reported that he'd provided the executive summary and the draft agreement to the members and that one will be provided to Alternate Commissioner Apgar ASAP. He will send it to the rest of the Commissioners.

OUTREACH COMMITTEE

- Chairman Trout mentioned that there was an article in the paper regarding York Regional proposing to provide coverage to the remaining Southwestern Regional municipalities. Solicitor Ruth provided information that there had been a meeting between York Regional Police and Southwestern Regional Police to discuss the various items with reference to liabilities and coverage. They seem to favor contracting for services rather than joining a Regional Department / Commission.
- Chief Boddington reported that the DCED study is suspended for now.
- Detailed discussion continued. Solicitor Ruth pointed out that the YARP commission is not expecting to see positive revenue from the arrangement, but rather are positioning themselves in case the Governor's or other proposals to charge for State Police services becomes real.

SOLICITOR'S REPORT

- Solicitor Ruth announced that, because the official Secretary / Treasurer Buchanan is not at the meeting that Commissioner Sharkey has agreed to be the Vice Secretary / Treasurer for the purpose of signing the MMO. A motion was made by Commissioner Herzberger, seconded by Commissioner Benton, to appoint Commissioner Sharkey to that position for the stated purpose. The motion passed with an Aye vote.
- Solicitor Ruth had consulted with Chief Boddington during the month about some concerns.
- Solicitor Ruth also dealt with a Right to Know request.

EXECUTIVE SESSION

- Chairman Trout announce the Executive Session at 20:12. He requested a motion to approve alternate members present to attend the session. A motion was made by Commissioner Benton, seconded by Commissioner Sharkey. There was an Aye vote.
- The public meeting of the Commission reconvened at 21:14 and a personnel matter had been discussed with no action required by the Commission.

OLD BUSINESS

- None

NEW BUSINESS

- None

MOTION TO ADJOURN:

- Chairman Trout announced that there's no need for a second meeting this month. He requested a motion to adjourn.
- A motion for adjournment was made by Commissioner Burkins, seconded by Commissioner Gallegos. There was a unanimous Aye vote at 21:15.

Southern Regional Police Department
2020 Budget
Top Level Summary

	Jan - Dec 19	Jan - Dec 20	Dollar Change	% Change	PPUs	Annual	Qtrly	%
Income								
Member Contributions / Cost Per PPU						39,635		
Shrewsbury	619,932	659,720	39,788	6.42%	16.65	659,720	164,930	34.20%
New Freedom	564,776	601,100	36,324	6.43%	15.17	601,100	150,275	31.16%
Glen Rock	284,684	303,048	18,364	6.45%	7.65	303,048	75,762	15.71%
Stewartstown	343,104	365,156	22,052	6.43%	9.21	365,156	91,289	18.93%
Total Member Contributions	1,812,496	1,929,024	116,528	6.43%	48.67	1,929,024	482,256	100.00%
Budget Deficit / Transfers								
Shrewsbury	-	-	-	0.00%				
New Freedom	-	-	-	0.00%				
Glen Rock	-	-	-	0.00%				
Stewartstown	-	-	-	0.00%				
Total Budget Deficit	-	-	-	0.00%				
Member Cash Payments								
Shrewsbury	619,932	659,720	39,788	6.42%				
New Freedom	564,776	601,100	36,324	6.43%				
Glen Rock	284,684	303,048	18,364	6.45%				
Stewartstown	343,104	365,156	22,052	6.43%				
Total Member Cash Payments	1,812,496	1,929,024	116,528	6.43%				
\$0,000 2019 Transfer plus \$75,655 Increase in 2020 Budget Less -\$40,873 paid by Contract Services and \$0,000 Transfer								
Non-Member Contributions								
Railroad	15,750	16,065	315	2.00%				
Winterstown	44,350	-	(44,350)	-100.00%				
SYCSD	144,320	147,480	3,160	2.19%				
SESD	144,320	144,320	-	0.00%				
Other	1,997	1,999	2	0.10%				
Total Non-Member Contribution	350,737	309,864	(40,873)	-11.65%				
Total Income	2,163,233	2,238,888	75,655	3.50%				

Primarily Salary Increase and Loss of Winterstown

**Southern Regional Police Department
2020 Budget
Top Level Summary**

Expenses	Jan - Dec 18	Jan - Dec 19	Dollar Change	% Change	% of Expenses	Notes
Salaries & Wages - Officers	1,190,817	1,271,969	81,152	6.81%	56.81%	Contract 4.5% plus Longevity; OT based on 12 month avg under similar circumstances plus SRO OT; Includes Holiday Prem; Added Insurance Single Coverage Reimbursement; K9 at Federal Minimum Wage
Salaries & Wages - Admin	68,486	69,962	1,476	2.16%	3.12%	Admin proposed 3% raise
Payroll & Personnel Expenses	562,847	497,070	(65,777)	-11.69%	22.20%	Decrease in ratio of Family / Single; Agents Estimates 1-4% Increase (Used 2.5%); Increase in State Pension Aid
Vehicle Expenses	67,380	80,024	12,644	18.77%	3.57%	Looking to help lower repair costs by updating fleet under capital expenditure plan.
Police Operating Expenses	80,224	90,073	9,849	12.28%	4.02%	Body Armor for 1 Officer; Police Liability Increase Estimate from Agent; Added \$4K to Self-Insure Maint of Radios
Occupancy Expenses	51,340	57,510	6,170	12.02%	2.57%	Primarily Cost of GreenLink is greater than savings from Comcast
Administrative Expenses	80,139	87,853	7,714	9.63%	3.92%	Includes \$3,600 Workstation Upgrades
Total Exp before Capital Outlay	2,101,233	2,154,461	53,228	2.53%	96.23%	

Southern Regional Police Department
2020 Budget
Top Level Summary

Expenses	Jan - Dec 18	Jan - Dec 19	Dollar Change	% Change	% of Expenses	Notes
Capital Outlay - Equipment	17,000	60,927	43,927	258.39%	2.72%	CODY RMS System; Body Cam, New Server; Microsoft Server Licenses; Microsoft Office 365 Licenses
Capital Outlay - Vehicles	45,000	23,500	(21,500)	-47.78%	1.05%	Propose 50% of New Tahoe to be Purchased in 2021, Trailer
Total Capital Outlay	62,000	84,427	22,427	36.17%	3.77%	
Total Expenses	2,163,233	2,238,888	75,655	3.50%	100.00%	
Budget Surplus / (Deficit)	-	-	-	100.00%		

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2020 Budget
Top Level Summary**

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Income								
Member Contributions / Cost Per PPU						39,635		
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New Freedom	564,776	601,100	36,324	6.43%	15.17	150,275	31.16%	
Glen Rock	284,684	303,048	18,364	6.45%	7.65	75,762	15.71%	
Stewartstown	343,104	365,156	22,052	6.43%	9.21	91,289	18.93%	
Total Member Contributions	1,812,496	1,929,024	116,528	6.43%	48.67	1,929,024	482,256	100.00%
Budget Deficit / Transfers								
Shrewsbury	-	(28,713)	(28,713)	0.00%				
New Freedom	-	(26,157)	(26,157)	0.00%				
Glen Rock	-	(13,666)	(13,666)	0.00%				
Stewartstown	-	(15,892)	(15,892)	0.00%				
Total Budget Deficit	-	(84,428)	(84,428)	0.00%				
Member Cash Payments								
Shrewsbury	619,932	631,007	11,075	1.79%				
New Freedom	564,776	574,943	10,167	1.80%				
Glen Rock	284,684	289,382	4,698	1.65%				
Stewartstown	343,104	349,264	6,160	1.80%				
Total Member Cash Payments	1,812,496	1,844,596	32,100	1.77%				
<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: auto;"> \$0,000 2019 Transfer plus \$75,655 Increase in 2020 Budget Less -\$40,873 paid by Contract Services and \$84,428 Transfer </div>								
Non-Member Contributions								
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Winterstown	44,350	-	(44,350)	-100.00%				
SYCSD	144,320	147,480	3,160	2.19%				
SESD	144,320	144,320	-	0.00%				
Other	1,997	1,999	2	0.10%				
Total Non-Member Contribution	350,737	309,864	(40,873)	-11.65%				
Total Income	2,163,233	2,154,460	(8,773)	-0.41%				
					Primarily Salary Increase and Loss of Winterstown			