

BEAVER VALLEY REGIONAL POLICE DEPARTMENT
MANAGING COMMISSION
REGULAR MEETING – THURSDAY, FEBRUARY 8TH, 2024

1. **Call to Order, Pledge of Allegiance** – Meeting called to order by Chairman Scott Levenson

2. **Roll Call**

Baden Borough - Michael Stuban

Freedom Borough - Nadine Padezanin, Kim Farrow

Conway Borough - Debbie Rose, Mark Hertnecky and Scott Levenson

Rochester Township - Mike Lucci, Steven Anthony

Moment of Silence in memory of Eric Climo

3. **Meeting Minutes** – August 10th, 24th, September 14th, 28th, October 12th and November 9th, 2023 and January 11th, 2024

4. **Administrators Report**

January Expenses \$ 51,572.94

January Payroll \$210,042.20

Total Expenses \$261,615.14

Bank Statement Balances

Drug Investigation \$ 16,476.72

General Fund \$170,330.10

Misc. Fund \$ 1.79

Payroll \$ 8,817.25

K-9 Fund \$ 11,431.92

January Account Balances \$207,057.78

Elaine Rakovan addressed the need to create a policy for Standard Accounting Practices including invoice approval (initial) from the Chief or ranking officer. This includes approval uniform allowance.

Elaine Rakovan asked for clarification regarding the municipal monthly payments. We were invoicing one month in advance and now only two of the four municipalities are paying. Rochester Township wasn't told about the advance payment and we are missing the December payment from Conway. Elaine explained that without the advance billing the General Fund may have a situation where bills would have to be held for payment.

MOTION by Michael Stuban, second by Mike Lucci to invoice and have the municipalities pay one month in advance.

Elaine Rakovan will meet with Chief Johnston to review the accounting practices.

The three Rochester Township officers have signed their pension documents. Since Rochester Township is the owner of the pension plan, they will need to notify them to start the actuary and financial studies to prepare for the transfer of funds to the regional pension.

5. Chief's Report

Chief Johnston went over his police report.

Calls for service: 462

Criminal arrests: 19

Non-Traffic arrests: 3

Traffic citations: 41

New Business

- Received outfitting quotes for new police cruisers for Ibis Tech.
- Received quoted from Beaver County Humane Society in reference to animal placement.

MOTION by Mike Lucci, second by Debbie Rose to sign the agreement with the Humane Society for \$1,200.

- Welcome new officer Cameron Smith to BVRPD.
- Received a donation for \$2,000 from Jeff Kohlmann, owner of Hanks Frozen Custard in Rochester Township dedicated to the future startup of our departments K9 fund.
- Received gift bags for all the officers donated by the Unionville United Methodist Church.
- BVRPD gym flooring material has been delivered to the building

- Rochester Township and Baden Police Departments are ready to schedule a shred day to dispose of all old files and paperwork.

Community Involvement

- Officer Amanda Stitt attended former Baden Police Officer Mark Smilek's Funeral Procession.
- Officers worked numerous Rochester High School & Lil Rams Basketball games.

Vehicles

Chief Johnston reviewed the upfitting costs for the new police vehicles. The cost would be \$15,703 for each car and \$850 each for lettering of the cars. The cost for the upfitting will be included in the lease agreement. Each vehicle will be approximately \$55,000. We will sell two older vehicles once we have the new ones. Chief Johnston would like to sell the 2007 Explorer (needs a pipe repair for approximately \$200 and the cage for \$150 could be moved to the vehicle the regional got from Rochester Township). The second vehicle to sell would be Expedition.

MOTION by Michael Stuban, second by Steven Anthony to fix and sell the two vehicles per Chief Johnston's request and approve the upfitting and lettering of the new police vehicles at an approximate cost of \$16,600.

Chief Johnston stated that the motor went in one of the Chargers. To fix the Charger will cost \$7,500. He felt it was worth the cost since it is a good vehicle and with the repair and it being fully equipped we should get a few more years out of it.

MOTION by Michael Stuban, second by Mike Lucci to fix the Charger at a cost of \$7,500.

SRO (Class Academy)

Discussion took place regarding who the SRO will be for Class Academy. Darren Jones is lined up to be the SRO starting on March 4th.

6. Review "To Do" List

a. Other Municipalities Joining the BVRPD

Scott Levenson went over the financial spreadsheets he prepared for calculating the joining (contracting) to other municipalities (Pulaski & Daugherty). The calculations are based upon square miles, population, number of households, tax value and miles of road. Discussion included determining if another officer would need to be

hired, what the municipalities currently has budgeted for police and costs to the municipality for contractual services vs joining the regional. Scott Levenson will present the joining figures to Pulaski Township and will wait on the contractual price until their budgetary figures are confirmed by Michael Stuban.

b. Grant Writer

Elaine Rakovan commented that the Beaver County COG is reaching out to see if municipalities would be interested investing in a joint grant writer through the COG. They would welcome the BVRPD to join in.

c. Equipment

Cody System is still being worked on.

d. SRO

Discussion will take place during executive session.

e. Evidence Room

To make repairs to the building elevator you have to go through the evidence room. The Chief is getting pricing to have a framed wall built.

MOTION by Michael Stuban, second by Steven Anthony to get a price to build the wall and email the information to the commission.

f. Gym

Chief Johnston addressed the mud outside the gym door and water on the gym floor. A contractor recommend putting a sidewalk in and French drain. Michael Stuban stated that this was not a priority and to get pricing.

g. BVRPD Parking

Conway Borough is working on getting the playground gate moved.

h. MOU Bargaining Unit

Discussion took place with Lt. Shillingburg regarding if an MOU was needed to extend a probationary period for an officer. It was determined that it wasn't necessary.

i. Repairs to the Sink

Lt. Shillingburg stated that there is no hot water in the station and the sink handles are leaking. They tried to get the public works to fix it, but the Conway secretary

stated that they needed council approvals. Scott Levenson stated that the repair was approved by Conway Council.

j. Firearms

No update

k. Right To Know Policy

No update

l. Emergency Plan

No update

m. Shirts & Hats

Chief Johnston stated that the patch has been made for hats and the cost will be around \$25 for a winter or summer hat. They have not looked at shirts yet.

n. K9 Fund - Drone

Schott Levenson placed the Drone on the list as a place holder. The new officer we are hiring is trained in the use of drones. The military grade drone can cost up to \$50,000. If we decide to go forward with the K-9 we will need to do fund raising.

7. Old Business - None

8. New Business

Office Cleaning – Scott Levenson addressed the police station not getting cleaned. Chief Johnston stated that the cleaning service does come in however because there are no rugs at the door the floors get filthy.

9. Public Comment

A resident asked if we were going to have the Beaver County Times do another story on the how the regional is doing now. Scott Levenson stated that maybe at the one year mark we will reach out to the media.

10. Executive Session for Personnel

MOTION by Michael Stuban, second by Mike Lucci to go into executive session over legal issues and personnel at 7:18 PM.

MOTION by Debbie Rose, second by Steve Anthony to return to session at 7:59 PM

11. Adjournment

Motion to adjourn by Debbie Rose, second by Mark Hertneky at 8:00 PM.

Respectfully Submitted By,

Elaine K. Rakovan

Administrator

NEXT MEETING – Thursday, March 14th at 6PM at Conway Municipal Building.