

**BEAVER VALLEY REGIONAL POLICE DEPARTMENT
MANAGING COMMISSION**

Regular Meeting - Thursday, September 12, 2024

1. **Call to Order, Pledge of Allegiance** – Meeting called to order at 6:00 PM by Chairman, Scott Levenson

2. **Roll Call**

Baden Borough -	Michael Stuban, John Shelkons
Conway Borough -	Debbie Rose, Scott Levenson, Mark Hertnecky
Freedom Borough -	Kim Farrow, Jeremy Valles
Rochester Township -	Steven Anthony, Dennis Iannini

Also, present – Police Chief, Adam Johnston

3. **Public Comment**

Jim Essek (assisting the police with contract negotiations and pensions). Mr. Essek questioned the MMO for the regional that he was provided, and disagreed with the payroll amount. Elaine Rakovan, stated that what he had was just a part of the full MMO for 2025 because Baden and Conway still make up the balance due to the Act 205 reports being two year behind. She then went over the total MMO that was given to each commissioner in their packet (attached). Mr. Essek asked if the chief's retirement was still on the table. Mr. Levenson said that it was still on the table.

A visitor asked how the information was given to the residents in the different communities. Mr. Levenson stated that the meetings are open to the public. The representatives from each municipality has to bring the information back to their council (commission). Mr. Stuban stated that at the last meeting no meeting was made do give the chief the additional money and at the end of the meeting the chief withdrew his request for the incentive and he has not seen anything stating that he is requesting it again. Chief Johnston stated that he did withdraw his request based upon what the attorney was saying at that meeting because it sounded like his request was illegal. Chief Johnston stated that he resubmitting his request under the same offer he had presented before. Mr. Levenson stated that the chief's request will be discussed in executive session after the meeting.

4. **Chairman's Report / Comments**

- Mission Statement & Core Values – Scott Levenson went over the mission statement and core values for the BVRPD.

- Budget Committee & Meeting to Discuss / Adopt – Scott Levenson asked to schedule a budget meeting.

Motion by Debbie Rose, second by Kim Farrow, carried unanimously to have the meeting on October 1st at 6PM.

Motion by Debbie Rose, second by Kim Farrow, carried unanimously to advertise the special meeting in the paper.

5. Meeting minutes

Motion by Debbie Rose, second by Steven Anthony, carried unanimously to approve the minutes of August 8th 2024, September 14th, 2023 and January 11th, 2024.

6. Administrator's Report (attached)

- Finance Review - 2024 YTD Budget Report
- Bills

Motion by Michael Stuban, second by Kim Farrow, carried unanimously to approve the bills as presented.

- 2023 Audit

Motion by Michael Stuban, second by Mark Hertnecky, carried unanimously to accept the 2023 Audit

- Pension
- Change in Drop Program

Motion by Debbie Rose, second by Kim Farrow, carried unanimously to advertise the Drop Program Ordinance with intent to adopt at next meeting

- Cost Study in accordance with Act 205 (The cost of \$1750 includes the cost study for the drop, service increment to \$500, the writing of the Ordinance and drop enrollment form.)

Motion by Michael Stuban, second by Steven Anthony, carried unanimously to have the cost study done

- 2025 MMO

Motion by Michael Stuban, second by Kim Farrow, carried unanimously to include the MMO requirement in the 2025 budget.

Administrators Resignation – Elaine Rakovan gave her resignation as administrator for the BVRPD.

7. Chief's Report (Adam Johnston)

- Monthly Call Report (+ YTD)

See website: <https://bvrpd-pa.gov/monthly-crime-statistics>

439 calls for service

14 criminal arrests

36 incidents traffic and non-traffic citations

Chief Johnston stated that the two new vehicles have been delivered

Chief Johnston stated that discussion of the schedule for the K-9 officer and his handler will take place at a later date when we get closer to obtaining the dog.

Chief Johnston gave his timeline of presenting the commission with his request regarding his retirement that he feels will save the department money. It was not his intention to cause any problems.

8. Commissioner Comments / Discussion

- Debbie Rose – Everything that she wanted to bring up was already discussed with the exception of what needs to be addressed in executive session.
- Michael Stuban – He would like that the solicitor attend all of the remaining meetings for the rest of the year.

Motion by Michael Stuban, second by John Shelkons, carried unanimously to have the solicitor attend the remaining meetings for the year.

Kim Farrow questioned the cost. Scott Levenson stated that we are over budget in the solicitor category. It was budgeted to have the solicitor attend 1 meeting per quarter. He also noted that the budget is in good shape and we can afford the additional cost. Discussion followed. Motion stands and carried.

9. Solicitor's Report

- a. The Chief's retirement incentive will be discussed in executive session
- b. Freedom Area School District – Mr. Mitchell stated that an accurate map showing the borough line needs to be obtained. There are various maps that show different locations (Google Map, Beaver County GIS, Freedom map....) Discussion took place regarding liability and jurisdiction of police officers. It was determined to get pricing to have a survey done to mark the borough line.
- c. PMRS Letter – Mr. Mitchell sent a letter to PMRS regarding the transfer of pension funds (for Rochester Township officers) to the PSAB pension plan.

10. Review "To Do" List

- Item 3 Grant Writer – Appointment. Mr. Levenson stated that there are two potential options. The first is Avanti Consulting Group who Class Academy uses. The second option is Raven Writing Company. Mr. Levenson stated that he is very impressed with Raven Writing Company who wrote the \$60,000 K-9 grant from Norfolk Southern pro bono. He recommended going with Raven Writing Company next year. (Both proposals and agreement are in the commissioner's packet)

Motion by Mark Hertnecky, second by Kim Farrow, carried unanimously to hire Raven Writing Company as a grant writer for next year.

- Item 4 Pension – See Administrator report above
- Vests – Mr. Levenson reminded the department that the commission would like a list of the officers/vest and when they need to be replaced so that the cost could be put in the budget.
- Sale of vehicles – Chief Johnston will supply a list of which vehicles to sell since we have the two new vehicles in service.
- Class Academy – Mr. Levenson stated that they are two months behind on payment. Mr. Angus told Mr. Levenson that they did get a grant for the SRO but the grant is through the Beaver Valley Intermediate Unit and the payments are made quarterly.

- Item 7 Evidence Room- Construction completed – Pay Invoice
Chief Johnston stated that the evidence room is complete, but an extra outlet needs to be added near the location of the desk.
- Item 8 Hope Learning - Additional PD Office Space
Mr. Levenson stated that Hope Learning is willing to give up the space on the first floor for the police department. This will more than double the square footage for the department.
 - Lease Adjustment with BVRPD – Mr. Levenson stated that Conway Council has to agree to sign the new lease agreement but they first need the police commissions consent because the lease agreement with Conway Borough for the police department will need to be amended. An amount does not need to be addressed at this time. Discussion followed.
- Parking – Mr. Levenson stated that Conway took care of the playground. They moved the access gate to the playground to the other side along the street. Authorized vehicle parking signs were also put up.
- New Vehicles – Mr. Levenson stated that ideally we want to be on cycle where we are replacing as many vehicles as possible on a yearly cycle.
- Fire Arms – Mr. Levenson stated that we now have two certified instructors.
- Right To Know – No update
- Item 14 K-9 Purchase & Training
 - Vehicle Purchase / Deposit – Mr. Levenson stated that there is enough money in the K-9 Fund to pay for the vehicle outright. There are some grants pending with Firehouse Subs that would cover the upfitting on the K-9 vehicle. If we order the vehicle now it will be here in mid-November. We have to have the vehicle before we could get the Dog.
 - K9 Purchase & Training – Mr. Levenson stated that a picture of the K-9 Officer that they wish to purchase was included in the packet. The K-9 would be purchased through DSG Training Systems. The cost of \$14,500 covers the dog and training. Annual maintenance would be \$1200/year. Sgt. Shipley and Officer Dunmyer went over the what the cost covers. Officer Dunmyer has already been attending training. Sgt. Shipley, Officer Dunmyer and DSG Systems feels that the dog (Drex) is a perfect fit for the regional. Sgt. Shipley stated that a policy will be

written for the K-9 and the insurance company will be notified.
Discussion took place regarding getting a donation for a vest for the K-9.
Mr. Levenson stated that all costs for the K-9 will come from donations
and not the general fund.

Motion by Kim Farrow, second by Stephen Anthony, carried unanimously to
purchase the K-9 vehicle at a cost of \$56,606 without upfitting and the K-9 in
the amount of \$14,500.

- 501c3 – Authorize Solicitor to accelerate – Will be set up under the
police bargaining unit. Attorney Mitchell is working on the paperwork. He
asked for a copy of Beaver Falls paperwork for reference. Officer
Dunmyer stated that he would get the information.

11. Old Business

- Office Cleaning, Floor Mats, Wax Floors, First Aid Kit – Quotes – No update
- Light on Building Sign – No update

12. Correspondence – None

13. New Business

14. Executive Session

Motion by Debbie Rose, second by Steven Anthony, carried unanimously to go into
executive session at 7:38 PM

*(Elaine Rakovan did not stay for the executive. Return to session and any motions upon and
after return to session were documented by another commission member.)*

Respectfully submitted,

Elaine K. Rakovan

NEXT MEETING - Thursday, October 10th , 2024 at 6PM at Conway Municipal Building