

BEAVER VALLEY REGIONAL POLICE DEPARTMENT MANAGING COMMISSION REGULAR MEETING March 23, 2023

Commission Chairman Scott Levenson called the meeting to at 6:00 p.m. in Council Chambers of the Conway Borough Building, 801 1st Avenue, Conway PA.

1. PLEDGE OF ALLEGIANCE

2. ROLL CALL

PRESENT: Freedom Borough representative Eric Climo & Nadine Padezanin; Conway Borough representatives Tim Antoline (Alternate for Debbie Rose) & Scott Levenson; Baden Borough representatives Michael Stuban, Judi Montell & John Shelkons

ALSO PRESENT: Beaver County District Attorney David Lozier, Beaver County Detective Andrew Gall, Conway Police Chief Adam Johnson, Conway Police Officers Mike Priolo & Shawn Shillingburg, Baden Police Officers Derek Shipley & Chris Stitt, Conway Councilmembers Patty Then & Mark Hertneky, Baden Borough Manager Elaine Rakovan (Interim Secretary)

3. MINUTES

Minutes from March 9, 2023 Workshop Meeting were not available.

4. INSURANCE - Workers Compensation, Liability, Vehicle, Public Officials & Police Professional Liability

a. HUB – Quote & presentation by Florian Rajakovich

Mr. Rajakovich from HUB Insurance gave an overview of insurance coverage and workers compensation through MRM (Municipal Risk Management). (Emailed documentation attached) Prices vary depending upon the optional limits selected. Workers Compensation projected annual premium quote is \$45,757.

b. PIRMA – Quote & Representative at April 13th meeting

Copy of PIRMA email given to each board member (copy attached)

5. Recap of March 13th meeting with Gerry Simpson, DCED consultant

Detective Gall stated that Chief Simpson was impressed with how much has already been done with creating the regional police department. Mr. Stuban noted that Chief Simpson stated that he would try to assist with getting some grant funding.

6. Recap of March 17th conversation with BVRPD Solicitor David Mitchell with Campbell & Durrant

a. Do we want him to attend 1 or more future meetings?

Mr. Levenson stated that he had a brief phone meeting with David Mitchell. They discussed obtaining the EIN and Mr. Mitchell offered to help Elaine Rakovan with the EIN or any of the other numbers, etc.. that need to be set up. Mrs. Rakovan stated that she did speak with Mr. Mitchell and will utilize his assistance if/when needed. The commission had no issues with Mrs. Rakovan reaching out to the solicitor for assistance in setting up the various numbers and registrations need for the BVRPD.

The commission agreed that it is not necessary to have the solicitor attend a meeting at this time.

7. GRANTS

a. Recap from March 15th Beaver County Commissioners Meeting

DA Lozier stated that he, Chief Johnson and Mr. Stuban went to the Beaver County Commissioners meeting and laid out the issue with the delay of the DCED \$150,000 grant. Mr. Stuban presented numbers to the commissions showing the needed funds of a little over \$60,000 with the minimum amount needed of \$44,000. The commissioners are going to look at the ARPA funding to see what was dedicated or can be moved around. DA Lozier stated that he spoke with Commissioner Camp this morning and they are still working on getting the requested funds. Mr. Stuban noted that Commissioner Manning did tell Mr. Stuban that he will do what he can to get funding. DA Lozier stated that the commissioners are very supportive of the regional police department.

Mr. Stuban commented that someone in the audience at the meeting asked if they could get a loan from the county and if that would be a problem? Mr. Stuban stated that he told them no, a loan would be fine because we want to move forward and get up and running.

b. US DOJ – COPS Grant open until May 4, 2023

Mr. Levenson state that the COPS Grant cover 75%, 50% and 25% of an officer's salary over three years. He felt that we should apply for 4 or 5 officers. If awarded we do not have to take the full grant.

Mr. Stuban informed the commission that Baden extended an offer of a full time police position to an officer and it was turned down. So, we are short one officer. Mr. Levenson added that if Baden Academy wants a full time officer then we are down two officers already.

i. Grant Writer?

1. Lexipol

Need to look into cost for their grant writing services. Detective Gall explained that Lexipol is a company that does policies for police departments. If something changes in the laws Lexipol notifies all officers of the changes and has the officer take a test to make sure they understand it. It is a great service, but a very expensive service.

2. Danielle Rombach – Beaver County

Chief Johnson stated that Danielle Rombach may be able to help or she knows someone who can and will follow up with her.

The Commission agreed that hiring a grant writer is needed, hoping to get three or four grants approved.

Detective Gall commented that when he spoke with Dave Piuri from the FOP who is part of a committee with the FOP that is advising and pushing for the governor to help keep the regional police departments alive to have grants available at five and ten years for the regional departments.

Mr. Stuban asked Mrs. Rakovan if Baden had an old copy of Chief Colaizzi's COP Grant. She stated that she would have to look for the back files. Mr. Levenson stated that Conway had an application from last year that they didn't get but could also look at.

Discussion took place regarding what is needed for the grants (EIN, SAMS....) The grants need to be detailed and specific.

8. Officers Labor Agreement

a. Motion to Approve / Sign

MOTION by Michael Stuban, second by Eric Climo to approve and sign the BVRPD Officer Labor Agreement. Motion carried.

9. Chief's Labor Agreement

a. Motion to Approve / Sign

MOTION by Eric Climo, second by Michael Stuban to approve and sign the BVRPD Chief's Labor Agreement. Motion carried.

10. BUDGET

a. Set Date / Time for Meeting (March 27th or 28th)

Budget meeting will be Monday March 27th at 6:30 PM, Conway Borough Building

11. Operational Date?

a. June 1st, 2023

- i. Boroughs would need to make 1st (of 7) 2023 BVRPD payment on May 1st, 2023**

Discussion took place regarding going with a start date of July 1st. Commission agreed to keep June 1st as the operational date. DA Lozier mentioned the need to get the MOPETC numbers. Officer Shipley comment that for the ORI, everyone needs to complete the oath of office, they would be mailed on Monday and the turnaround time is two weeks.

12. Uniform / Patches

a. Review Proof

b. Other Startup Items

- i. Badges & rank Insignia**

Officer Shipley stated that the uniform patches came in. He ordered 200 and would like to order another 500 badges. The commission agreed ordering additional 500 badges for \$990. The patches are paid for through Baden Borough. (The BVRPD will reimburse once fully up and running)

ii. Car Wraps

13. COMMITTEES

a. FINANCE & ADMINISTRATION

i. PENSION

1. Conway Council approved using PSAB-MRT for Pension Study

Mrs. Rakovan stated that she spoke with pension company representative and told him to start Baden's study as soon as he has all of Conway's information. Mr. Levenson stated that the pension actuary had advised via email that they had received everything needed from Conway Secretary Nelko.

ii. Officer Carryover of Vacation, Sick & Comp Time

1. Document and adopt as policy in conjunction with budget

Mr. Stuban stated that carryover time may only be what is written in the new contract. The balance time will have to be paid by the municipality. He noted that he did request from the county commissioners \$13,600 to help pay for the time that will not be carried over.

Mr. Stuban stated that vacation time will be more expensive because the majority of the officer will take vacation after June 1st.

Mrs. Padezanin stated that we will need to discuss this at the budget meeting on Monday. Vacation will need to be factored in.

b. PERSONNEL

i. Executive Session (end of meeting)

c. OPERATIONS

i. ORI started

ii. Gym – Conway Council to review once funding is awarded

Chief Johnson gave an overview of a grant that Danielle Rombach from Beaver County applied for to get gym equipment for police departments. If awarded the equipment would be placed in the basement of the Conway Borough Building. There would be approximately \$25,000 worth of equipment if awarded.

iii. Evidence Room

1. Painting is complete. \$950 was fronted by Conway for the paint.

2. Chief Johnson stated that they will need for storage racks. Better lighting is also need. Eric Climo commented that he will donate the lighting and that Freedom has evidence racks/shelving that can be moved to Conway. Expanding the camera system was discussed and will need to be done. It was determined that wireless cameras would work best.

iv. Lease for Conway & Baden Space

Mr. Hertneky stated that their council was questioning how the calculation was going to be done. Percentage of space? Is the evidence room / gym included? The majority of Conway council that the two areas should be written into the lease.

Mr. Stuban stated that Baden has some proposals to come up with. Mr. Levenson commented that he will speak with Mr. Stuban so that the leases may be populated with similar information.

v. Vehicle Maintenance

1. Status / RFP – No update

d. OPERATIONS TECHNOLOGY

i. IT Management

Mr. Levenson stated that Mrs. Then, Chief Johnson, Officer Priolo, Officer Shipley and he met with MGSoft-Net. The commission was also given quotes and information from Projex IMC who Mrs. Rakovan and Officer Shipley met with in Baden.

1. March 20th meeting with Bob Bickerton – MGSoft-Net

a. Management of Servers & Network

b. Email Conversion/Archive/Forwarding & New

c. Assist with the technical end of the new domain name once approved.

Officer Shipley stated that he had spoken with MGSoft-Net regarding what Baden has in regards to computer equipment. He had questions about the server being able to download the body camera video when at different locations. The Baden server was \$14,000 for the extra terabytes to handle the video backup from the cameras. Officer Shipley stated that the concern is being able to have the body camera backup to both the Conway and Baden servers.

Officer Shipley was asked what his thoughts were since he met with both companies. He stated that he gets a home town feel with MGSoft-Net. He liked the block billing with Projex IMC. Chief Johnson stated the MGSoft-Net is very reliable and on top of everything Conway asks of them. Mr. Levenson stated that his preference is to go with MGSoft-Net because Conway knows them and the quality of work that they provide. Mr. Levenson stated that the quoted work hours to do everything is high and is effecting the price however will go down with the adjusted hours. Detective Gall commented that the majority of police departments us MGSoft-Net and he hasn't heard any complaints.

Mr. Levenson stated that Chief Johnson, Officer Shipley and Officer Priolo will work with MGSoft-Net.

MOTION by Mr. Climo, second by Mr. Antoline to hire MGSoft-Net. Motion carried.

ii. Website

1. Who will host / build

a. Map pages/sub-pages and description of page content

i. Review other Regional PD sites

Mr. Levenson stated that Freedom Councilman Kevin Horan built a website for Freedom Borough. They use GoDaddy to host the site for \$900 for 5 years. Mr. Levenson stated that Mr. Horan did reach out to the PSAB regarding their web design service and the turnaround time for a web design is a couple of months or more. The Commission agreed to use GoDaddy to host the website.

Mr. Stuban asked how the BVRPD was going to hand the camera (license plate readers) and building cameras? Baden and Conway have inhouse camera systems. It was felt that there shouldn't be an issue for now because the police will have access to the camera systems within the buildings. Also, Baden and Conway just paid their annual fees for access and maintenance of the license plate readers. It is understood that once the regionalization takes place there will only be one annual fee for access. A brief discussion took place regarding the need for a camera at the intersection of Virginia Avenue and Route 65.

Chief Johnson emphasized the need to hire professional grant writers. Discussion followed regarding the time and detail required to write a grant. The commission had no problem with getting a grant writer.

14. Review "To Do" List

Mr. Stuban addressed item number 22 (School Resource Officer Agreement) giving copies of Baden's current contract with Baden Academy and Class Academy (The Prevention Network).

Mr. Stuban addressed item number 51 (Administrative Clerk). He stated that he spoke to someone who is interested but we need to sit down and talk. Due to a conflict of interest, he does not want talk with her and stated that someone else needs to talk with her. Mrs. Then spoke up stating that she has someone who is interested in the position as well.

Mr. Levenson stated that 75% of the "To Do" list is either done or being worked on.

15. New Business

Mrs. Padezanin stated that she would like to pictures of all the officers so that she could put a face to the officers' name. Detective Gall and District Attorney agreed and felt that besides individual pictures of the officer, they should have a group photo of them and a picture of the commission members.

District Attorney Lozier addressed the commission in regards to meeting with over a dozen of municipalities being interested in regionalizing their police departments. This included municipalities that the police departments of Beaver Falls and New Brighton service as well as Patterson Township, North Sewickley and Franklin. They are talking about bringing all of them together. District Attorney Lozier stated that they are also looking to include Rochester Township. He felt that the BVRPD should reach out to Rochester. Detective Gall commented that in the past they looked at joining Rochester Township and Rochester Borough however it was not feasible due to Rochester Borough

having a Pension that is severely underfunded. It was recommended by District Attorney Lozier to invite Rochester Township to one of the future meetings. As for East Rochester it was recommended to contact them in about one year.

MOTION by Mr. Stuban, second by Mrs. Padezanin to send a letter to Rochester Township inviting them to attend the next meeting. Motion carried.

Mr. Stuban explained that the only way Rochester Borough will be able to join the regional is if they borrow money to pay for their pension and financially he does not know if they could do that.

16. Executive Session – Personnel

MOTION by Mr. Stuban, second by Mr. Antoline to go into executive session regarding personnel at 7:16 PM. Motion carried.

MOTION by Mr. Stuban, second by Mrs. Montell to go back into session. Motion carried at 8:04 PM. Motion carried.

MOTION by Mr. Stuban, second by Mr. Climo to appoint Officers Derek Shipley and Shawn Shillingburg as Sergeants for the BVRPD and to appoint Officer Mike Pirolo as Corporal. Motion carried.

17. Adjournment

MOTION by Mr. Antoline, second by Mr. Climo to adjourn the meeting. Motion carried at 8:06 PM

NEXT MEETING – Thursday, April 13th 2023 - 6PM at Conway Municipal Building

Respectfully submitted for approval,

Elaine K. Rakovan, Baden Borough Manager (Interim Secretary)
March 28, 2023