

**Beaver Valley Regional Police Department**

**Managing Commission**

**Regular Meeting**

**Thursday, July 11, 2024**

**Call to Order, Pledge of Allegiance**

**Roll Call**

Baden Borough – Michael Stuban, Judi Montell

Conway Borough – Debbie Rose, Scott Levenson, Mark Hertnecky

Freedom Borough – Kim Farrow

Rochester Township – Mike Lucci, Steven Anthony

**Meeting Minutes**

**MOTION** by Mike Lucci, second by Kim Farrow, all in favor to approve the minutes of May 9, 2024.

June 13, 2024 minutes included in commissioner packets for review at next meeting.

Outstanding minutes – 9/14/2023 and 1/11/2023

**Administrator's Report**

**Finance Review and 2024 YTD Budget** (attached)

**Grant** - Elaine Rakovan stated that the PCD Grant submission for the second quarter is on hold until she submits a modification request to the grant to cover the wages for the acting chief while the chief is off on workers compensation.

**Storm Damage** – Elaine Rakovan stated that damage to the cameras on Route 65 during last months storm is being submitted to the insurance company. She became aware after the initial submission that additional cameras were damaged down near the YMCA in Rochester and one other location. She will try and submit these additional camera repairs to the insurance company.

**Computer / Printer in the Police Department** – Elaine Rakovan informed the commission that the financials (Quickbook) files are only located on her laptop that she uses for Baden Borough. She working with MGSoft to get the QuickBooks on the police server as well as have them check the front office computer and printer so that it may be used in house for QuickBooks and administrative files.

**Budget** - Scott Levenson stated that he did go through last months budget with Lt. Shillingburg and Sgt. Shipley. The only concern was high overtime; however, the part time costs and fuel costs were significantly under budget. The 2025 budget will need to be started next month.

**MOTION** by Debbie Rose, second by Michael Stuban, all in favor to pay all bills.

**Chief's Report** (attached)

Monthly Call Report (+YTD)

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

**Solicitor** (Not Present)

Scott Levenson stated that the letter regarding the SRO for the Freedom School that was presented last month had a couple of changes made by the solicitor and was mailed out on June 28<sup>th</sup>. Discussion followed.

**PELRAS Membership** - Discussion took place regarding membership as individual municipalities or as the regional. Cost will be \$450. Michael Stuban asked what else the membership has to offer. Being a member will save \$10 per hour on legal costs.

**Review "To Do" List**

**Membership** - Scott Levenson noted that other municipalities are showing interest in joining the regional police. Discussion followed.

**Grants** – Scott Levenson stated that he has not heard from the grant writer. He mentioned that Brenda Boyd has been very helpful with the K-9 grant. She has contacts and very knowledgeable as a grant writer.

**New Vehicles** – Chief Johnston stated that he spoke with IBISTech. They are trying to locate some of the equipment that was given to them. The vehicle should be done in a week or two.

**Pension** – Mrs. Rakovan stated that she just supplied the ½ year wage information to - as soon as possible.

**Vests** – No update

**Evidence Room** – No update

**Gym** – The gym is complete

**Hope Learning – Additional Space** – Scott Levenson and Debbie Rose have been reaching out to Hope Learning via email and text with no response.

**BVRPD Parking** – Conway Borough is working on the parking situation for the regional. They moved the access gate to the playground, placed up signs and have parking along street.

**MOU – Bargaining Unit** – Scott Levenson stated that all of the MOU's have been approved. The minimal staffing MOU was not approved subject to changes made at the last meeting.

**MOTION** by Michael Stuban, second by Kim Farrow, all in favor to approve/sign the minimum staffing MOU.

**New Vehicle** – Should have the two new vehicles within the next couple of weeks. The commission will need to figure out which vehicles we can get rid of. Chief Johnston will get a list together.

**Firearms** - Chief Johnston stated Officer Foltz was sent for AR training. He is now a certified instructor for Pistol and AR shot gun training. The other certified trainer is Sgt. Priolo. Chief Johnston stated that the goal is to have our own certified trainers so that it may be done inhouse. Discussion took place offering training to other departments.

**Right To Know** – No update

**Shirts & Hats** – Already received. The bill was paid. Chief Johnston asked for a copy of the bill so we may be reimbursed by Jimmy Maggs who offered to pay for the shirts and hats.

**K9 Fund & Drone** – No further discussion

**Newsletter** – No update. On hold.

### **Other Discussions**

**Baden Borough Solicitation Ordinance** – Elaine Rakovan stated that Baden is looking into rewriting their solicitation ordinance. She stated that she asked Chief Johnston about the regional doing background checks and he is looking into it.

**Grant Support Information** - Scott Levenson went over all the information and support letters that have been put together for grant funding. Baden Borough still needs to supply a letter of support.

### **Old Business**

**Office Cleaning, Floor Mats, Wax Floor, First Aid Kit** – No update

### **Correspondence**

None

## **New Business**

**Budget** – Needs to be done by end of September. Scott Levenson would like one person from each town to work on it.

**Eric Climo** – Celebration of Life information in memory of Eric Climo was presented by Kim Farrow.

## **Public Comment**

None

## **Executive Session regarding Personnel**

**MOTION** by Debbie Rose, second by Kim Farrow, all in favor to go into executive session regarding personnel at 6:51 PM.

**MOTION** by Michael Stuban, second by Mike Lucci, all in favor to return to session at 7:26 PM

Discussion took place in regards to obtaining more financial (pension) information. Michael Stuban expressed his concerns regarding the financial impact on the current and future budget. Scott Levenson and Debbie Rose didn't feel it would impact the budget but would reflect a cost savings. Debbie Rose went over the salary information savings presented by the chief. Michael Stuban suggested that we recess the meeting and meet when the pension study information becomes available before the next meeting. Further discussion took place.

**MOTION** by Michael Lucci, second by Michael Stuban, all in favor to wait for a pension study before making a decision on the Chiefs pension retirement request.

Scott Levenson expressed his concerns about waiting to make a decision since this has been prolonged already.

**MOTION** by Mike Lucci, second by Debbie Rose to offer the chief his retirement request of \$91,300. Michael Stuban and Judi Montell voted no. Roll call vote needed.

*While this motion was being made, Elaine Rakovan stated that the first motion needed to be rescinded.*

**MOTION** by Mike Lucci, second Debbie Rose, to rescind the previous motion to wait for the pension study.

*(Note: Numerous conversations were taking place. The motion to offer the retirement incentive was made before the motion to rescind. Two motions were on the floor at the same time. The yeas and nays were not asked for on the rescind motion. There was only a vote taken on the retirement incentive offer of which a roll call vote was done.)*

**ROLL CALL** – to offer the police chief his retirement request of \$91,300.

Judi Montell	No
Michael Stuban	No
Debbie Rose	Yes
Scott Levenson	Yes
Mark Hertnecky	Yes
Kim Farrow	Yes
Mike Lucci	Yes
Steven Anthony	Yes

Six (6) Yes, Two (2) No, motion carried

**MOTION** by Debbie Rose, second by Kim Farrow, all in favor to have the attorney start the retirement agreement.

Elaine Rakovan was instructed to get the pension study done.

### **Adjournment**

**MOTION** by Debbie Rose, second by Kim Farrow, all in favor to adjourn the meeting at 7:46 PM.

Respectfully Submitted,

Elaine K. Rakovan  
Administrator

**NEXT MEETING – Thursday, August 8, 2024 at 6 PM, Conway Municipal Building**