

**BEAVER VALLEY REGIONAL POLICE DEPARTMENT  
MANAGING COMMISSION  
REGULAR MEETING  
APRIL 13, 2023**

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

**1. PLEDGE OF ALLEGIANCE**

**2. ROLL CALL**

**PRESENT:** Freedom Borough representative Eric Climo & Nadine Padezanin; Conway Borough representatives Debbie Rose & Scott Levenson; Baden Borough representatives Michael Stuban, Judi Montell & John Shelkons

**ALSO PRESENT:** 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.

**MOTION** by Ms. Rose, second by Mr. Stuban to approve the minutes of March 23, 2023. Motion carried.

**4. PUBLIC COMMENT – None**

**5. INSURANCE - Workers Compensation, Liability, Vehicle, Public Official & Police Professional Liability**

**a. PIRMA – Quote & presentation by Andrew DiProspero**

Mr. DiProspero from PIRMA gave an overview of their insurance coverage. One of the big features of PIRMA is that it has a \$10M limit per claim. This includes the police claims, public official claims and employment practice claims. PIRMA's board of directors are elected by the members. Discussion took place regarding the repercussion if you would leave PIRMA. Mr. DiProspero explained the need to purchase tail coverage for unfinished and/or possible future claims that fall under the statutes of limitations. He quoted that the price will be around

\$26,000. Ms. Rose had questions and concerns regarding the integrity, pool impact of large claims from other members, cost & time frame of tail coverage and rate increases of PIRMA. Mr. Levenson questioned the financial markets impact on the pool.

As for workers compensation, the other company that the commission asked to quote workers compensation insurance was denied a quote by the carrier that PIRMA also uses. Since the other company was denied a quote the carrier would not quote a price to PIRMA. It was noted that Liability Insurance and Workers Compensation insurance do not need to be supplied by the same insurance company.

**b. HUB – Quote & presentation by Florian Rajakovich at March 23<sup>rd</sup> meeting**

**c. Discussion / Motion to accept the quotes**

Chairman Levenson asked if there was any discussion of the two insurance providers. He did a comparison of the two plans. As for workers compensation, HUB's offer was less at \$45,757. HUB liability had three different limits, \$1M, \$2M and \$3M. The lowest was around \$22,500 and the high was \$26,700. PIRMA has the \$10M limit. Mr. Levenson stated that if anyone has a question regarding the insurance coverage, he will email the insurance company. For budgetary purpose the HUB price was used for workers compensation and the PIRMA price was used for the liability coverage.

**d. Motion to Approve MEIT Premiums for STD, LTD, Life and AD&D Insurance**

STD \$55-\$60/mo.  
LTD \$30-\$40/mo.  
LIFE \$55-\$60/mo.  
AD&D \$5/mo.

**MOTION** by Mr. Climo, second by Mr. Stuban to accept the MEIT rates for STD, LTD, LIFE and AD&D insurance. Motion carried.

**6. Vehicle Maintenance**

**a. Goodyear**

Chief Johnston stated that he spoke with the Goodyear representative and he is more than willing to meet with the board to go over the options. Mr. Climo was asked to look at the options for vehicle maintenance.

## **7. Recap of initial meeting with Rochester Township – Mike Stuban**

### **a. Next Steps**

Mr. Stuban stated that a letter was sent to Rochester Township and he attended one of their meetings. There were 4 commissioners at the meeting and all 4 were interested in regionalizing their police department. Their questions included how their current pension would transfer into the new plan, board representation and cost. Rochester Township is interested in attending one of our future meetings.

## **8. GRANTS**

### **a. Reminder – US DOJ – COPS Grant open until 5/4/2023**

### **b. Rep Matzie / DCED Grant Workshop**

Chairman Levenson commented that there is a workshop through Representative Matzie's office on May 19th for Grant Writing.

### **c. Grant Writer – Danielle Rombach – BC, n/a / Lexipol / Other**

Discussion took place regarding grant writing and possibly getting an outside person or company to assist. Danielle Rombach is not able to help.

Mr. Stuban commented that Baden Borough is doing interviews for an office clerk and one of the applicants is a grant writer for the University of Pittsburgh so we may see if she qualified and willing to write grants for the regional.

Comment was made that we should apply for the grants because we can always turn the grant down if not needed.

Ms. Rose mentioned the need for SAMs number to apply for the grants. Mrs. Rakovan stated that obtaining the SAMs / CAGE number is easy and she will be able to get do that. The submission for the SAMs number is linked to an email so a BVRPD email is needed. Mrs. Rakovan mentioned that she may be able to use one of the police officer's emails to set get the SAMs number. The tax exemption forms are more complex and she reached out to the attorney for assistance with this matter. Chairman Levenson stated that the .gov email address is being worked on. Mr. Stuban asked Mr. Gall if the county commissioners have come up with any funding. Mr. Gall stated that he did not.

## 9. Operational Date

### a. June 4<sup>th</sup> 2023

**MOTION** by Debbie Rose, second by Judi Montell to go into operation on 6/4/2023

## 10. PERSONNEL

### a. Brief Executive Session

**MOTION** by Michael Stuban, second by Judi Montell to go into executive session regarding personnel at 6:55 PM. Motion carried.

**MOTION** by Michael Stuban, second by Debbie Rose to return to session at 7:11 PM. Motion carried.

### b. Administrator – Motion to Hire – Effective 6/4/2023

**MOTION** by Debbie Rose, second by Judi Montell to hire Elaine Rakovan as the Administrator effective 6/4/2023 at \$1,600/mo. Motion carried.

### c. Officers

#### i. Motion to Assign Ranks

**MOTION** by Debbie Rose, second by Eric Climo to revise the ranks for the Regional Police Department as follows:

Adam Johnston – Chief  
Shawn Shillingburg – Lieutenant  
Derek Shipley – Sergeant  
Mike Priolo - Sergeant

#### **ROLL CALL for revision of ranks as noted:**

Eric Climo	Yes
Nadine Padezanin	Yes
Debbie Rose	Yes
Scott Levenson	Yes
Michael Stuban	No
Judi Montell	Yes
John Shelkons	Yes

Six (6) Yes, One (1) No – Motion Carried

**ii. Motion to Hire – Effective 6/4/2023**

**MOTION** by Eric Climo, second by Debbie Rose to hire all of the police officers effective 6/4/2023. Motion carried.

**d. Advertise to Hire for open Patrolman Position**

**i. Where to advertise**

Discussion took place regarding the advertisement requirements. Do we have to advertise in the paper or can we just place it on Facebook? It was uncertain what the requirements are since we do not fall under civil service.

**MOTION** by Debbie Rose, second by Michael Stuban to advertise the open police position. Motion carried.

**ii. Hiring Process**

The testing process was discussed. Even though we are not civil service we may still follow their testing process. No final determination was made.

**11. SRO's**

**a. Set Cost to Provide to Schools**

**i. Terms**

**ii. Letters to be sent to each school**

Ms. Rose mentioned the need to address the SRO situation for the Freedom Middle School. A letter and contract/terms needs to be sent to all schools. Discussion took place regarding the length of the contract, payment requirement and the rate to charge. As for Freedom Middle School the school board and New Sewickley need to have a meeting with the BVRPD. Chief Johnston stated that in the end it is up to the school to make the decision.

**12. BUDGET**

**a. Lease for BVRPD Space**

**i. Conway**

**ii. Baden** - \$100 per month. Their council will make a motion at their next meeting.

**b. IT Management - # of BVRPD-PA.GOV emails (\$6 each/mo.)**

**c. Motion to authorize use of GoDaddy to host BVRPD Website**

**MOTION** by Michael Stuban, second by Debbie Rose go with a year contract at a cost of \$899.40. Motion Carried.

Chief Johnston addressed washing and detailing the vehicles and where they should go since each department uses a different business. He was instructed to get pricing.

**d. Motion to authorize the purchase of badges**

**MOTION** by Debbie Rose, second by Michael Stuban to purchase the badges at a cost of \$5,000. Motion carried.

Officer Shipley asked about the cost to purchase new uniforms. The commission thought that the current uniform allowance would be used to purchase the uniforms. The discussion of uniforms was tabled until next month's meeting.

**e. Motion to authorize wrapping of vehicles**

**i. Target Date – Memorial Day**

**MOTION** by Debbie Rose, second by Judi Montell to wrap the vehicles at a cost of \$1,200 per car by Signs Made Fast. Motion carried.

**f. Review / Motion to Adopt 2023 Budget**

**i. Provide to Brough with Chief & Bargaining Unit Contract for approval**

**MOTION** by Michael Stuban, second by Debbie Rose to adopt the budget and pass it on to the boroughs for approval. Motion carried.

**13. COMMITTEES**

**a. FINANCE & ADMINISTRATION**

**i. Officer Carryover of Vacation, Sick & Comp Time**

**1. Document and adopt as policy in conjunction with budget**

**ii. Building Signs**

**1. #, Size & Location(s)**

**2. Design – use logo (uniform patch)**

**b. OPERATIONS**

- i. **ORI Status** – This is an originating agency identifier number that will be assigned after the officers are sworn in. Officer Shipley will apply for the ORI.
- ii. **Gym** – No Update
- iii. **Evidence Room** – Conway PW to move File Cabinet & Shelving from Freedom

**c. OPERATIONS TECHNOLOGY**

- i. **Website**
  - 1. **Map pages/sub-pages and description of page content**
    - a. **Review other Regional PD sites**
    - b. **Start to build on GoDaddy**

**14. BVRPD – Initial Operations Kickoff**

- a. **Start Planning – What? Where? Date?**
  - i. **“Meet & Greets”**
  - ii. **Open House**
- b. **Who will lead / work on it?**

Nadine Padezanin, Judi Montell and Debbie Rose will organize the Kickoff (Meet and Greet)

**15. Review “To Do” List**

**16. New Business**

**17. Public Comment**

**18. Adjournment**

**MOTION** by Debbie Rose, second by Judi Montell to adjourn the meeting. Motion carried at 8:00 PM

**NEXT MEETING – Thursday, April 27<sup>th</sup> 2023 - 6PM at Conway Municipal Building**

Respectfully submitted for approval,

Elaine K. Rakovan, Baden Borough Manager (Interim Secretary)  
April 27, 2023