

# BEAVER VALLEY REGIONAL POLICE DEPARTMENT MANAGING COMMISSION REGULAR MEETING APRIL 27, 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 and

## 2. ROLL CALL

**PRESENT:** Freedom Borough representative Eric Climo & Nadine Padezanin; Conway Borough representatives Debbie Rose & Scott Levenson; Baden Borough representatives Michael Stuban, Dawn Singleton (sitting in for Judi Montell) & John Shelkons

**ALSO PRESENT:** Beaver County District Attorney David Lozier, Beaver County Detective Andrew Gall, Conway Police Chief Adam Johnson, Conway Police Officer Mike Priolo, Baden Police Officers Derek Shipley Stitt, Conway Councilmembers Patty Then,

## 3. MINUTES

Minutes from March 9, 2023 Workshop Meeting were not available, April 13, 2023 minutes were just received and still need to be reviewed.

## PUBLIC COMMENT

- Jeremy Angus and other representative of Class Academy addressed the commission in regards to needing a School Resource Officer (SRO) at their school. He asked that the BVRPD hires an SRO for their school. Chairman Levenson stated that the commission is aware of the SRO need in the schools, but it is not being addressed at this time, but will be looked into by August because the focus is getting the new regional up and running first. Concerns were addressed with Mr. Angus about Class Academy not being able to financially meet their obligations. Mr. Angus stated that there was some funding issues with receiving county funding and he hopes that this does not happen this year. Mr. Stuban commented that payment for the SRO may be required up front Class Academy. Mr. Angus stated that he understood the concern.

#### 4. Operational Date

##### a. June 4, 2023

- i. Conway approved the Budget & Contracts April 17, 2023
- ii. Baden approved the Budget & Monthly Payments
- iii. Freedom did not have an April meeting. Everything should be approved at their May 10<sup>th</sup> meeting.

#### 5. Set Meeting with Chief & Commission Monday, May 8<sup>th</sup> at 6:00 PM.

#### 6. Review the 'To Do' List (attached)

- Filing Cabinets, Desk and file location were reviewed.
- Cameras need to be rewired for evidence room.
- Meet & Greet time and location was discussed.
- Press Release - Mr. Stuban commented the need for a public notice / press release for the swearing in of the officers on Saturday, June 3<sup>rd</sup> at 1:00PM.
- Grants – Mr. Stuban stated that there are grants for body cameras and vests. COPS Grant is due May 4<sup>th</sup>. Mr. Stuban and Mrs. Rakovan will attempt to apply for it. Discussion took place regarding the cost for Lexipol to write grants. (information attached)
- County Financial Assistance – District Attorney Lozier stated he approached the commissioners. They are favorable to look for funding, but a letter is needed stating that the regional is applying for a grant but they need funding to bridge the gap as a loan or funding. Chairman Levenson stated that this is the first time he was hearing bridge loan. Mrs. Rose felt that a loan would not help and asked how the funding went from a grant to a loan. Mr. Lozier stated that Commissioner Camp mentioned a bridge loan. Mr. Levenson stated that he would send a letter to the Commissioners.
- Vehicles are still being wrapped.

- **Lease Terms:**

Conway will charge \$730/month

**MOTION** by Mr. Stuban, second by Mrs. Rose to accept Conway's monthly lease fee in the amount of \$730.

Baden will charge \$100/month for substation.

**MOTION** by Mrs. Padezanin, second by Mr. Climo to accept Baden's monthly lease fee in the amount of \$100.

- **Depository – First National vs WesBanco**

**MOTION** by Mrs. Rose, second by Mr. Stuban to have First National Bank be the depository for the Beaver Valley Regional Police, have two signatures on each check (one may be a stamped signature) and to have signers be Mr. Levenson, Mr. Stuban, Mrs. Padezanin and Mrs. Rakovan.

**MOTION** by Mrs. Rose, second by Mr. Stuban to authorize Mrs. Rakovan to execute all documents to set up the Depository.

- **QuickBooks - \$799/year**

**MOTION** by Mrs. Rose, second by Mr. Stuban to purchase QuickBooks at \$799/year.

- **ADP**

**MOTION** by Mrs. Rose, second by Mrs. Padezanin to use ADP for payroll.

- **Insurance**

**MOTION** by Mr. Stuban, second by Mrs. Singleton to use HUB for workers compensation and PIRMA for Liability Insurance.

**RESOLUTION 23-01** Authorizing the Beaver Valley Regional Police Department to be a member of PIRMA.

**MOTION** by Mr. Stuban, second by Mrs. Singleton to adopt Resolution 23-01.

**MOTION** by Mrs. Rose, second by Mr. Climo to sign the PIRMA Proxy authorizing Mrs. Rakovan to represent the regional.

- WEX Fuel Cards

**MOTION** by Mrs. Rose, second by Mr. Stuban to get WEX fuel cards for the police vehicles.

- Pension

Officer Shipley asked about actuary studies being done on the pensions. Mrs. Rakovan stated that Baden's is done and Conway's is being worked on.

- SRO at Freedom School

Discussion took place to reach out to the school district regarding the SRO at the Freedom school being a New Sewickley police officer who does not have jurisdiction in Freedom/Conway Borough. Mr. Stuban stated that he will reach out to the school.

- Camera Repair Cost

Mrs. Rose addressed the costs to repair the traffic cameras. District Attorney Lozier stated that all municipalities are having this issue due to the company who provided the cameras going out of business. The county is looking into this matter because there are over 60 camera locations. Discussion followed regarding hard drives and the need for additional memory.

- Right to Know Officer

There are two types of Right to Know Officers. One is for general investigative material that the police chief may address. The other Right to Know Officer is for recorded images, audio visuals like the body/vehicle cameras, and license plate cameras which fall under a different statute and can't be released without the authorization of the prosecutor.

**MOTION** by Mr. Stuban, second by Mrs. Singleton to appoint District Attorney David Lozier as the Right To Know Officer for the any police recordings involving the Beaver Valley Regional Police Department and Chief Johnston as the general Right To Know Officer.

- Parking Citations

Mrs. Rakovan to send copy of Baden's parking ticket ordinance for Conway's and Freedom's review.

- Email

Baden and Conway will keep their old emails for at least the remainder of the year until everything gets running under the regional email.

- Website

Being worked on

- Vehicle Maintenance

Mr. Climo and Chief Johnston are working on getting prices (vehicle maintenance and detailing/cleaning)

- New Hire

Chief Johnston stated that to get things moving quickly we should follow Conway's application procedure at this point however, get a better and more structured process for future applications. The commission agreed to move forward with hiring an officer.

- PSAB Membership for Unemployment Compensation

**MOTION** by Mrs. Rose, second by Mr. Climo to join the PSAB for \$250

- Dissolving of individual police departments

Mr. Stuban asked about a resolution or ordinance needed to dissolve the individual departments. District Attorney Lozier commented that it was done by the resolution, however Mr. Stuban was questioning that Baden's police department was created by an Ordinance.

## 7. New Business

## 8. Public Comment

## 9. Executive Session – Personnel – PT Officers

**MOTION** by Mrs. Rose, second by Mr. Climo to go into executive session at 7:46PM regarding personnel.

**MOTION** by Mrs. Rose, second by Mrs. Singleton to return to session at 8:11PM.

Mr. Stuban commented for the record that any part time officers that want to work for the regional need to reapply.

## 10. Adjournment

**MOTION** by Mrs. Rose, second by Mr. Climo to adjourn the meeting at 8:12 PM

**NEXT MEETING – Tuesday, May 11<sup>th</sup> 2023 - 6PM at Conway Municipal Building**

Respectfully submitted for approval,

Elaine K. Rakovan, Administrator  
May 25t 2023