

**BEAVER VALLEY REGIONAL POLICE DEPARTMENT**  
**MANAGING COMMISSION**  
**REGULAR MEETING – THURSDAY, MAY 25, 2023**

1. **Call to Order, Pledge of Allegiance** – Meeting called to order by Chairman Scott Levenson

**Roll Call** – Eric Climo , Nadine Padezanin, Debbie Rose, Scott Levenson, Michael Stuban, Judi Montel, John Shelkons

2. **Executive Session** - personnel

**MOTION** by Debbie Rose, second by Eric Climo to go into executive session at 6:02PM. Motion carried.

- a. Commission Interview of top Full-Time Officer candidates.

3. **Return to Session**

**MOTION** by Eric Climo, second by Debbie Rose to return to session at 6:45 PM. Motion carried.

**Recognition of Shawn Shillingburg** - Scott Levenson recognized Shawn Shillingburg on receiving the Juvenile Justice award for his exemplary achievement in handling a major crime involving a juvenile victim.

4. **Discuss / Hire 1 Full-Time Officer Candidate effective 6/4/2023**

**MOTION** by Debbie Rose, seconded by Eric Climo to hire Eric Shrum Dunmyer with a Tier 2 seniority police officer pending his background checks, evaluation and acceptance of the job.

Debbie Rose did note that if Mr. Dunmyer does not accept the position there is a second candidate to extend an offer to.

**Roll Call** – To offer Eric Shrum Dunmyer a Tier 2 police officer position.

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

Five (5) Yes, Two (2) No – Motion carried.

5. **Meeting Minutes** - April 27<sup>th</sup> minutes were available for review. Outstanding are the minutes from March 23<sup>rd</sup> and May 11<sup>th</sup>.

## 6. **Review / Motion to Approve Administrative Report**

### **PSAB Membership / Unemployment Compensation**

- Supplied a list of employees (full and part-time) to the PSAB. They will prorate BVRPD with what Conway and Baden has paid into UC through 2nd quarter 2023.

### **Tax ID Numbers**

- Federal ID Number – Complete (Affirmation letter of Tax Exemption received)
- State ID Number – Complete
- Unemployment Compensation – Complete
- SAP Number - Complete

### **Bank Accounts**

- Used Baden's May payment to open up the accounts. The bank can't order signature stamps, so they will be ordered within the week.
- Still need payment from Conway and Freedom for May.

### **Invoice to Pay**

- Motion to pay PIRMA \$26,702 for 2023 insurance.

**MOTION** by Michael Stuban, seconded by Nadine Padezanin to pay PIRMA \$26,702. Motion carried.

### **SAMS Number**

- Once the bank accounts and tax information is finalized submission for SAMS number will be done. TO BE DONE

### **ADP**

- Payroll information has been entered into the ADP system, waiting to meet with ADP to finalize everything (confirm deductions for medical, dues... stipend for waiving

medical coverage). The first paycheck should be on 21st which will represent pay period June 4th – June 17th 2023.

### **QuickBooks**

- QuickBooks is downloaded, bank information entered and the company files are being developed. Once complete a draft will be printed out for review by the commission.

### **Vehicle Title Transfers**

- Conway and Baden vehicle documents have been given to Kim's notary to process. From the 11 vehicles one from Baden (lease) and one from Conway (vehicle loan) still have payments owed so the lending/leasing company is holding the title. Baden has reached out to their leasing company to transfer the lease and they are already in the process of transferring the lease to BVRPD. Conway will need to do the same with their vehicle.

### **Vehicle Fuel Credit Cards**

- Working with WEX Universal Business to get fuel cards for each police vehicle. Most likely they will not be here by June 4th. Until that time Conway and Baden will need to track the police vehicle fuel charges for reimbursement from the regional.

### **Medical Benefits**

- Officers should be receiving their medical benefit cards within the next week. Confirmation of coverage was made with MEIT. The first bill will arrive in July for June, July and August coverage. Starting in August the bills will be from month to month.

### **Workers Comp**

- Resolution is required to be a member of the Municipal Risk Management Workers' Compensation Pooled Trust. Motion needed to sign/adopt Resolution 23-02.

**MOTION** by Michael Stuban, seconded by Judi Montell to adopt/approve resolution 23-02. Motion carried.

- Motion to authorize the execution/signing of the MRM Workers Compensation Trust Agreement, Participant Application and PA Dept. of Labor & Industry Worker's Comp Addendum to application.

**MOTION** by Judi Montell, seconded by Debbie Rose to sign the MRM document.  
Motion carried.

### **Employee Personnel Files**

· Personnel Files were made for each full time officer. Will work on part time paperwork and files within the next couple of weeks.

**MOTION** by Michael Stuban, seconded by Eric Climo to approve the Administrative Report. Motion Carried.

## **7. Official Start of Operations**

Scott Levenson stated that due to the shift schedule the department will go into full operation on Sunday, June 4<sup>th</sup> at 7AM.

## **8. Chain of Command – upon start of operations (email)**

Scott Levenson stated that the preferred communication method is email. He will be the point of contact with the Police Chief.

## **9. Regional Agreement – Section 6.10 – Fines**

During the last meeting a discussion took place regarding how fines with the individual municipalities should be handled. This was turned over to the solicitor, David Mitchell who was present to discuss the matter.

Mr. Mitchell stated that other regionals have addressed this subject and they have brought up the intergovernmental cooperation act is being brought up which allows you to collect the fines from the municipalities. There is no issue of the fines going to the regional as noted in Section 6.10 of the act.

## **10. BVPRD Policies – Operations Manual**

Scott Levenson commented that the operations manual was handed out (emailed) to everyone for review. The department took Baden's operations manual and made changes and updated it for the regional. Council members and the attorney did not have any issues with the policy and operations manual with the exception of some minor changes and clarifications recommend by the solicitor.

**MOTION** by Debbie Rose, second by Eric Climo to adopt the BVPRD Policies – Operations Manual with the recommend changes/additions from the solicitor.

## **11. Review “To Do” List**

- a. **Swearing In of Officers** – June 3<sup>rd</sup> at 1:00. The media will be notified. Michael Stuban commented that he will set a meeting up with the Beaver County Times. Judi Montell will swear the officers in. This should take only fifteen minutes.

b. No update on the Open House, Auditor, Pension Attorney

c. **Grants** – Scott Levenson stated that he put grant information in the packets. Debbie Rose asked District Attorney Lozier if there was any update from the county and he stated that he has not spoken to them since the last meeting. Patty Then stated that she spoke to Representative Matzie regarding the \$150,000 grant. He thought the regional already got the grant and that we were applying for a second grant. There is no extra money available, and the next grant cycle will open this summer and will not be awarded until next June.

Scott Levenson did state that Officer Shipley informed him that there are grants for tasers, body cams and dashboard cams that we can apply for. He also stated that we need to look for nongovernmental grants and look to the businesses and organizations that are offering grants to support the police.

Mr. Stuban stated that he spoke to Lexipol. We need to supply them with a list of who to speak to about their services and they will set up a conference call with their associates. The list was determined to include, Scott Levenson, Michael Stuban, and Patty Then.

d. **Building Signs** – Debbie Rose stated that the cars are getting done now and she is waiting until after the holiday. Chief Johnson is taking care of the police parking signs and the sidewalk sign for the police department. Debbie Rose is taking care of the large building sign.

e. **School Resource Officer** – Scott Levenson did some preliminary calculations for the cost and what to charge the schools. His calculations include the cost for the office (salary, benefits, insurance...) and a vehicle (fuel, insurance...). Then he took the number of days and hours that the school would need an officer. His calculation came to \$96,000 for the school year (200 school days). An agreement has not been made yet. District Attorney Lozier stated that it should include an office, place to store fire arms and vehicle.

Discussion took place regarding when the payments are due and how many payments will be made. Payments will need to be made in advance. Every two months.

**MOTION** by Michael Stuban, second by Debbie Rose to set the SRO rate at \$96,000 for the school year and to have the solicitor write up the agreements for the school SRO.

f. **Event Police Service Fee**

Section 23.7 of the Bargaining Agreement states that if an officer works at an event, they get paid at the overtime rate of the next higher rank. Scott Levenson

made a spreadsheet that showed the cost calculation. Because of the difference in hourly rates a determination needs to be made regarding what to charge for events. After discussion the rate will be determined next month.

**g. Pensions**

Debbie Rose asked how the Conway and Baden pension is going to be handled. Scott Levenson stated that the pensions will be separate until year end and then they will be combined effective January 1, 2024. She asked about new hires. Elaine Rakovan stated that she will check with the pension company.

**h. Mutual Aid / ESU Agreement**

District Attorney Lozier explained how the ESU (Swat Team) and Drug Task Force work. When working for the county under one of these agreements they are a county employee. Each municipality has an agreement with the County and each one pays \$400 per year, per officer to cover pension and liability costs. New agreements will be made for the regional. The \$400 has already been paid so no cost will be associated with the new agreement. As for mutual aid with the surrounding municipalities, they will also need to be written up and made with the regional.

**i. Parking**

Scott Levenson stated that the dumpster will be moved, the shed is not being used so they are going to try and move or get rid of it. Discussion took place getting a separate police entrance around the back. Debbie Rose mentioned that per the Hope Learning Center contract there are a certain number of parking spaces that need to be out front for them.

**j. Lockers**

Lockers are still needed.

**k. Vehicle Maintenance**

Eric Climo did get a quote from Good Year. Waiting to hear back from Midas. He did not get anything from Ciccone. As for tires, Eric Climo stated that Good Year has the best pricing. Discussion has been tabled until next meeting.

**l. Computers**

Still waiting for the county grant. No update.

**m. Technology, Document Management and Computer Systems**

Scott Levenson stated that he spoke with Bob from MGS-Net. He is creating one network connecting both servers. This will give the officers full access to all

the information no matter which station they are at. They are on track to have everything up and running on 6/4/2023.

**n. Email**

Scott Levenson stated that every officer has an email address and there is a secretary email address for Elaine Rakovan. There is also a generic email address that the website has in case someone wants to contact the police. Right now, Scott Levenson gets those emails, but it will need to be accessed by the police at some point. Discussion took place asking if an email is needed for the commission. It was determined that the secretary could forward any emails that the commission may need to see.

**o. Evidence Room**

A desk and computer are still needed for the evidence room. Discussion took place regarding taking one of the computers from Baden Station.

**p. New Hires**

A new hire testing process needs to be developed. This will be done later. Scott Levenson mentioned that he did not see a job description for the School Resource Officer in the manual. He stated that this needs to be done before August.

**q. Vehicle Lettering**

Chief Johnston stated that the black Expedition from Baden needs to be wet sanded and buffed. The car was repainted, and the stickers etched into the paint so when the old decal is removed you can still see the Baden lettering. The commission asked for pricing on the wet sanding and buffing.

**r. Parking Ticket Books**

No update. Shawn Shillingburg stated that other municipalities have them. They will look to see where they can get the books.

**s. Drug Fund**

Scott Levenson stated that Conway will be transferring their drug fund to the regional account. Once we get the first bank statement for the regional police drug fund Elaine Rakovan will send a copy of the statement to District Attorney Lozier so he can close out the Baden and Conway account for the new regional fund.

**t. Contact Other Municipalities**

Michael Stuban stated that Rochester has been invited to the next regional meeting.

**12. New Business**

### **13. Public Comment**

### **14. Executive Session – Legal Issue**

**MOTION** by Debbie Rose, seconded by Nadine Padezanin to go into executive session for legal issues at 7:08 PM. Motion carried.

**MOTION** by Michael Stuban, seconded by Judi Montell to return to session at 7:35 PM. Motion carried.

### **15. Adjournment**

**MOTION** by Eric Climo, seconded by Nadine Padezanin to adjourn the meeting at 7:36 PM.

**NEXT MEETING – Thursday, June 8, 2023, at 6PM at Conway Municipal Building.**

Respectfully Submitted for Approval:

Elaine K. Rakovan, Administrator