

BEAVER VALLEY REGIONAL POLICE DEPARTMENT
MANAGING COMMISSION
REGULAR MEETING – THURSDAY, JUNE 8, 2023

1. **Call to Order, Pledge of Allegiance** – Meeting called to order by Chairman Scott Levenson
2. **Roll Call** – Eric Climo, Debbie Rose, Scott Levenson, Michael Stuban, Judi Montel, John Shelkons (Nadine Padezanin arrived at 6:10 PM)

3. **Meeting Minutes**

MOTION by Michael Stuban, second by Debbie Rose to approve the minutes of March 9th and April 27th 2023. Motion carried.

Outstanding minutes: May 11th and 25th.

4. **Motion to accept Eric Dunmyer counter offer**

Counter offer of 90% instead of 80%

MOTION by Michael Stuban, second by Debbie Rose to table this motion at this time. Motion carried.

5. **Review / Motion to Approve Administrative Report**

PSAB Membership / Unemployment Compensation

- Set up and ready to go

Business Identification Numbers

- Federal ID Number – Complete
- State ID Number – Complete
- Unemployment Compensation – Complete
- SAP Number - Complete
- Costar – Set up a COSTAR Account

Bank Accounts

- Checks have been ordered through Costco. Should arrive within the week.

- June payment needed from Conway
- May and June payment needed from Freedom
- Conway Drug Account needs transferred to BVRPD Account (Chief Johnston will do the transfer)

Invoices to Pay

- Motion to approve invoices totaling \$7,630.00
1. MRM Workers' Compensation Pooled Trust \$3,818.20
 2. Vesta Capital Management \$1,000.00
 3. Victoria's Embroidering \$ 49.00
 4. Kim's Notary (already paid for Title Transfers) \$1,850.00
 5. MGSoft-Net \$ 360.00
 6. MGSoft-Net \$ 150.00
 7. MGSoft-Net \$ 402.80
- Total: \$7,630.00

MOTION by Debbie Rose, second by Michael Stuban to approve payment of the invoices totaling \$7,630. Motion carried.

Pension

The PSAB MRT (pension company) has the information needed from Baden and Conway Borough. Baden's actuary study is complete, but they are waiting on Mockenhopf to send over Conway's figures.

SAMS Number

- To be done

ADP

- Account has been set up. Going through the set-up with the ADP representative.

QuickBooks

- All set up.

Budget

- Budget Draft is attached for review and comments
- Regional has to follow the modified accrual accounting method. At this time only the vehicles need to depreciation values. The overall budget will be cash method, however at the end of the year the audit reports will be adjusted to include the depreciation of the vehicles on the balance sheet. Need the loan agreement and amortization schedule for the vehicle that Conway purchased with a loan.

Vehicle Title Transfers

- Complete

Vehicle Fuel Credit Cards

- Still working on getting the cards. With no credit history Baden Borough was used to cosign the application.

Employee Personnel Files

- Full time officer personnel files are all set up. Part time officers need to fill out new hire forms so that personnel and payroll files may be completed.

Officer Derek Shipley

Elaine Rakovan read a letter of commendation from Dr. Richard S. Grassel for the technical-legal assistance with an application process that was quite complex and involved.

Additional Bill To Pay

Chief Johnston presented a bill from Signs Made Fast for \$9,292 for the cars and building signs.

MOTION by Debbie Rose, seconded by Michael Stuban to approve the payment to Signs Made Fast for \$9,292 less 10% until the minor repairs/corrections are made.

MOTION by Debbie Rose, seconded by Michael Stuban to accept the Administrative Report. Motion carried.

Eric Dunmyer Counter Offer

MOTION by Michael Stuban, seconded by Debbie Rose to put Eric Dunmyer's counter offer back on the table. Motion carried.

MOTION by Debbie Rose, seconded by Eric Climo to accept Eric Shrum Dunmyer's counter offer at 90%. Mr. Stuban voted against the motion.

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

Four (4) Yes, Three (3) No – Motion carried.

6. Review “To Do” List

- a. **Open House** - Scott Levenson thanked everyone for attending the swearing in / media open house. The public open house will take place some time in July.
- b. **Pension Attorney** – Campbell & Durrant has a pension attorney if need for the regional pension consolidation.
- c. **Grants** – Scott Levenson stated that after talking with Jack XXXXXX on Saturday at least two of the commissioners are onboard with fund \$75,000 (half of what the regional is looking for). They are not final on where they will get the funding but they are working on it. Senator Vogel was also informed about the needs of the regional. Just because the regional was quick to get up and running we should not be punished by not being able to receive grant funding. Manning, Jim Marshall, Kale and Vogel went to Harrisburg this past Monday on behalf of the Beaver Valley Regional Police. They met with the chairs of both parties of any committee that had anything to law enforcement, explaining what is needed and asking for funding. It was a positive meeting and hopefully some checks will be coming our way. Mr. Stuban commented that there was nothing on the state agenda today.

Nadine Padezanin stated that the regional should utilize the high school students to assist with grant preparation, data gathering, research, writing. This could be the student's community service for their senior projects.

d. Chaplain

Chief Johnston asked the commission to consider Pastor Grassel the police department chaplain.

MOTION by Debbie Rose, seconded by Judi Montell to appoint Pastor Grassel as the police chaplain.

e. Building Sign

Scott Levenson stated that the small signs are on the building and he felt we should wait on the larger sign. Debbie Rose stated that she is waiting on the grant to get funding for the sign, however is going to have the company come down to a cost for sign.

Chief Johnston stated that District Attorney Lozier is interested in buying a large sign (decal) of the patch to put in the mail office on the wall when you come into the station. Cost is about \$240.

f. Event Rate

Scott Levenson stated that we are not ready to discuss rates for school activities especially since we are still working the SRO issue with Freedom.

Scott Levenson stated that the solicitor is working on the Freedom SRO matter. Discussion took place regarding what documents the solicitor has what he would like to have. This included copies of the grant and agreements between the school / New Sewickley / Conway. Scott Levenson will follow up with Kate and see what documents she has and get them to the solicitor.

g. Mutual Aid

Scott Levenson stated that District Attorney Lozier did send 3 documents for mutual aid. He will have them next meeting.

h. Monthly Meetings

Discussion took place regarding having only one monthly meeting. It was determined that for July there will still be 2 meetings and then starting in August there will be only one meeting per month.

i. SRO Contract

Scott Levenson sent out a copy of the agreement that the solicitor wrote for Baden Academy. (Class Academy will be like the Baden Academy agreement). Michael Stuban stated that Class Academy needs to have changes made to the advance payment requirement. The advance payment could be called a deposit (security deposit). Discussion took place regarding the amount of the deposit and when the payments would be made. For Baden Academy \$10,000 deposit and first month's payment of \$9,600 on August 15th and \$9,600 a month there after. Class Academy would be \$30,000 deposit and first month's payment of \$9,600 on August 15th and \$9,600 a month there after. The deposit will be credited back at the end of the yearly contract. Discussion took place the time frame for hiring two officers for the SRO position.

The agreement / contract for Baden Academy will be delivered by Officer Shipley.

j. Traffic Camera Use Policy

Scott Levenson asked Chief Johnston to check and see if there is traffic camera use policy in the police manual.

k. Parking / Lockers

Parking signs have been installed. No update on lockers.

l. Vehicle Maintenance

Eric Climo met with Midas. He asked for pricing on the most expensive vehicles which would be the Durango. As far as parts and labor they meet Good Years price. They include an oil change with a lessor price. Midas does not do tires and could not match the Good Year price. It was determined to us Midas for repairs and maintenance and Good Year for tires.

m. Vehicle Equipment

Currently we have 5 Panasonic Tough Books in the cars. The county grant will give us an additional 5 to 8. Right now, we use wireless air cards from AT&T First Net which are not working well. AT&T gave them a hot spot to use and it did work well. The air cards are \$36.99 per month per card. The hot spots are the same amount per month but you have to pay for the device up front. There are two types. One cost \$149 and the other \$299. Officer Stitt researched this matter. There would have to be one card per computer at \$36.99 but with the hot spot he felt that we would just need 4 or 5. Discussion took place regarding the charging of the hot spots. It was also noted that the cost is the COSTAR pricing.

n. Evidence Room

A computer and a desk are still needed. Chief Johnston stated that he is working on it. Still need lighting. Will move a desk and computer for logging in evidence.

o. New Hire Process

No action at this time.

p. SRO

Job description needs to be written.

q. Gym

No update.

r. Parking Ticket Book

No update.

s. Drug Fund

Chief Johnston deposited the Conway funds into the regional account.

MOTION by Michael Stuban, second by Eric Climo to add Chief Johnston as a signer on the banks Drug Fund. Motion carried.

t. Rochester Township

Still reaching out to the township. The township solicitor will be asked to speak to the commission regarding joining the regional department.

7. New Business

- Prisoner Bench – Scott Levenson stated that Patty Then’s husband and son bult and donated a new prisoner bench for the police department. Cost of the donated materials without labor was \$850. The commission thanked Mrs. Then for the donation.
- Photographer - Debbie Rose thanked Patty Then for arranging to have a photographer donate their time to takes pictures for the swearing in media event.
- Town Procedures – Michael Stuban asked if the Chief went over the different town procedures. (i.e., street light repairs, post of no parking for events, winter road maintenance, over weight vehicles...). Chief Johnston stated that this has not been done

8. Public Comment

9. Adjournment

MOTION by Judi Montell, second by Debbie Rose to adjourn the meeting at 7:48PM. Motion carried.

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

Respectfully Submitted For Approval:

Elaine K. Rakovan, Administrator