

BEAVER VALLEY REGIONAL POLICE DEPARTMENT

MANAGING COMMISSION

Regular Meeting - Thursday, July 13, 2023

1. **Call to Order, Pledge of Allegiance** – Meeting called to order by Chairman Scott Levenson
2. **Roll Call** – John Shelkons, Eric Climo, Scott Levenson, Michael Stuban, Judi Montell and Kevin Horan (alternate for Freedom Borough, sitting in for Nadine Padezanin)

Not Present: Debbie Rose

Also Present: Patty Then, District Attorney Lozier, Detective Andy Gall, Sgt. Shipley, Officer Dawn Shane (Rochester Boro).

3. **Meeting minutes** – No minutes to approve
4. **Review / Motion to Approve Administrator Report**

BANK ACCOUNTS

- Mailed out July Borough monthly obligation bill on July 1st.
- July payments have been received from Baden and Conway.
- Attached are the June bank statement balances.
- Last month a motion was made to add Chief Johnston onto the Drug Investigation account. Signature are needed for the bank documents.

INVOICES TO PAY

- **Motion** to approve invoices totaling \$50,748.61
- List of invoices is attached

Motion by Michael Stuban, second by Judi Montell to pay the invoices totaling \$50,748.61. Motion carried.

PAYROLL / ADP

- First Payroll was done without any issues.

- Time Tracking ADP: Cost is based upon the number of employee checks (so both full and part time officers). Approximate cost would be an additional \$195 per pay period or \$5,070 per year. The Commission agreed to not get the time tracking for ADP at this time.

VEHICLE FUEL CARDS

- Received - All full time and part time officers have separate pin codes. Summary of fuel purchases is included in the meeting packet.

RESOLUTIONS – Signed last month, however they need to resolutions
Motion to adopt and sign the following resolutions

23-03 Mutual Aid – Emergency Services Unit

23-04 Mutual Aid – DUI Task Force

23-05 Mutual Aid – Anti-Drug Task Force

Motion by Judi Montell, second by Michael Stuban to adopt resolution 23-03, 23-04 and 23-05. Motion carried.

Police Chief Report

Chief Johnston reviewed and presented his report. (Attached to the minutes) Scott Levenson stated that he will post the report to the website with names and personal information redacted.

- 5. Invoicing Regional Members for Monthly Payments** – Monthly invoices are being sent to the municipalities

Mrs. Rakovan commented that Baden Borough Council did make a motion at their last meeting to pay the balance this year's regional payments in full.

- 6. Discussion / Motion to hire Officer to backfill / cover Baden Academy SRO**

Scott Levenson stated that with Baden Academy accepting the agreement for the SRO we need to hire an officer since Officer Amanda Stitt is moving to the SRO position.

Motion by Michael Stuban, second by Judi Montell to hire Jeffery Roberts as a full time officer. Motion carried.

a. Class Academy

Scott Levenson stated that we have not heard from Class Academy. District Attorney Lozier stated that he has spoken to the Class Academy CEO as well as Jeremy Angus. The issue that Class Academy is having is that category of non-profit (they are not a public school or a charter school) that they are does not qualify them for a grant to fund an SRO. The issue the Class Academy has is figuring out how bare the cost of funding for an SRO. The Class Academy wanted to meet to discuss this matter but they feel they are not in a position to meet at this time. Class Academy acknowledged to the DA that by not meeting with the commission they did not meet the deadline to have an SRO at the start of the new school year.

7. Review “To Do” List

Community Events – Scott Levenson went over some of the events that are coming up. The open house is on hold for now. Conway has their community day coming up the beginning of August. Baden has their Harvest Festival in October. Chief Johnston added having a police car go to Light Up Night for First Responders in New Sewickley on August 1st. September 5th State Street Elementary School for their Touch-A-Truck event. The SWAT vehicle, patty wagon and police dog will also be sent. During Conway Community Day there will be two officers during the day and four at night because that is when it gets busy. Scott Levenson mentioned possibly having a meet and greet that day.

Auditor - No Discussion

Pension Attorney – Scott Levenson stated that he read over pension information that Elaine Rakovan supplied from the pension company. Everything is moving along. He also stated that if needed our attorney has someone who has worked with police pensions if we need help. Elaine Rakovan did state that because the State MMO’ s are calculated, both Baden and Conway will have to budget for the pension MMO’s for 2024 and 2025 with the state funding and balance owed being turned over to the regional police department.

Grant – Andy Gall stated that he spoke to Matzie’s office and they stated since we already started as a regional police department we don’t qualify for the grant. Matzie is willing to go and try to argue that point. Jack Manning (Beaver County Commissioner) want to come up with some way to give the regional money.

Mr. Stuban commented that he saw in the news that North Hampton County elected to create a \$500,000 fund for grants to assist police. This information will be sent to the DA Lozier to give to the commissioners.

Mr. Stuban stated that he would like to send a letter to the governor’s office to be hand delivered by Representative Matzie. (A draft of the letter is attached) Michael Stuban will sign the letter on behalf of the regional commission and deliver it to Matzie’s office.

After discussion of the funding for the regional police not being on the county agenda, Mr. Stuban stated that he will attend the next commissioners meeting bring it up under visitors. Scott Levenson asked that other commissioners also try to attend the meeting.

District Attorney Lozier recommended that the regional start the grant application so that it will already be in the process. Michael Stuban stated that he and Elaine Rakovan will start the grant.

Grant Writer - No action at this time

Building Signs – On hold, pending grant funding. Chief Johnston asked about additional “No Parking” signs. Scott Levenson asked that the chief first get prices before purchasing. District Attorney Lozier mentioned additional paving for parking. Scott Levenson mentioned getting bid estimates.

Event Rates – Will be revisited

SRO Freedom – Scott Levenson included in the commission packet a draft letter from the attorney to the School District regarding the SRO. If the commission is fine with the letter, it will be placed on letterhead and sent to Freedom’s Superintendent. Besides sending the letter, the second option would be for our solicitor to contact the school’s solicitors. Discussion took place regarding who to send a copy of the letter to. A copy will be sent via email to the school board members. Until the SRO issue is resolved the regional will not have officers on sight for the Freedom football games.

Lockers – Scott Levenson asked Chief Johnston to get prices for lockers.

Internet / Computers – Could not confirm if everything has been merged between Baden and Conway. Sgt. Shipley stated that everything seems to be working fine.

Evidence Room - Chief Johnston stated that he is pretty sure that the computer has been hooked up.

SRO Job Description – Scott Levenson stated that a job description for the SRO should be included in the policy manual. Chief Johnston was asked to write something up and have it ready for the next meeting.

Gym – No update on the equipment. Chief Johnston stated that there is a bad water issue in the area. Discussion took place regarding putting in a French drain and scraping up the tile of the floor.

Parking Ticket Book – Chief Johnston stated that Sgt Priolo was working on it. Cost estimate is \$1,400. Discussion took place regarding the difference in town ordinances and what fines each municipality charges. Scott Levenson asked Chief Johnston to look over what the different towns have and to come up with recommendations.

Rochester Township – Mr. Stuban stated that a meeting is set up for Monday at 2:00 at Rochester Township and they want Chief Johnston to be in attend the meeting.

District Attorney Lozier stated that he and Andy Gall met with Rochester Borough and Rochester Township. It will be possible for Rochester Borough to segregate their pension obligations separate from the regional pension plan. Lozier felt that Rochester Township could join in rather quickly. Rochester Borough will take some time.

Michael Stuban stated that he and Elaine Rakovan spoke with the pension company and they also said Rochester Borough would have to have a separate pension obligation but regionalization is certainly doable. Discussion followed.

8. New Business

- a. **2024 Budget due to Councils by 10.1.23 – needs approved by 9.28.23 meeting**

9. Public Comment – Elaine Rakovan asked for the commission approval to pay regular monthly bills as they come in. The commission approved her request.

10. Executive Session – Not needed

11. Adjourn

Motion by Kevin Horan, second by Judi Montell to adjourn the meeting at 7:10 PM. Motion carried.

Respectfully Submitted for Approval:

Elaine K. Rakovan - Administrator

*****NEXT MEETING = Thursday, July 27, 2023 at 6p at Conway Municipal Building***