

**Southern Police Commission  
Monthly Meeting  
August 12, 2017**

A public meeting of the Southern Police Commission was held on Wednesday, August 2, 2017 at the New Freedom Borough Council Chambers, 49 East High Street, New Freedom, PA 17349.

Commission Members Present: Jeff Blum, Buck Buchanan, Roy Burkins, Robert Herzberger, Victoria Ribeiro (Seated Alternate), Peter Schnabel, Brady Terrell (Seated Alternate), John Trout

Solicitor: Peter Ruth

Police Chief: James Boddington

Alternate Members Present: John-Paul Whitmore , Doug Young

Members Present in Audience: Rollin Apgar

Secretary: Nate Kirschman

**PLEDGE OF ALLEGIANCE**

The meeting was called to order by Chairman Trout at 19:03 with the pledge of allegiance to the flag and a moment of silence for fallen police officers, firefighters, and EMT's who lost their lives in the line of duty.

**CHAIRMAN'S ANNOUNCEMENTS**

- Chairman Trout announced that there will be an Executive Session.

**PUBLIC COMMENTS:** There were no public comments.

**REVIEW & APPROVAL OF JUNE MEETING MINUTES**

- Commissioner Buchanan asked the Secretary if there were any changes made since the previously emailed draft. Answer is no. A motion was made by Commissioner Herzberger, seconded by Commissioner Buchanan, to approve minutes of the previous meeting as published. A unanimous vote of Aye approved the minutes.

**CONSULTANT'S REPORT**

Consultant Chief Ron Smeal stated presented updated information regarding time analysis using information obtained from the first 6 months of 2017. The first item is the analysis for the contracted municipalities, showing time for services provided and expected results for the remainder of the year

The next section shows the analysis of same thing for the member municipalities.

The second page details call type information by municipality for the analyzed period of time.

The consultant and department leadership are using this information to support preparation to present a budget for the September meeting.

There were several detailed questions and answers and other clarifying discussion between the consultant and commissioners.

The document copy being presented by Ron Smeal was distributed to the Commissioners present to facilitate the discussion and a copy of it is attached to, and made a part of, these minutes.

## REVIEW & APPROVAL OF JUNE 2017 EXPENDITURES - FINANCE & BUDGET

- Expenses for June 2017 were presented and reviewed. Chief Boddington and Gail Prego provided clarifying information including information regarding spending cuts in some areas to balance other areas that were over expected amounts. Of specific discussion were vehicle repair costs and the speed trailer which is 12 years old. Finance Administrator Gail Prego clarified adjustments for insurance reimbursements and other adjustments that the balance is just about where they would be expected. Chief Boddington mentioned that overtime is being watched carefully to keep it to a minimum. Premium pay for holidays tends to cause increased expenses. Commissioner Buchanan inquired regarding effect of vacations on overtime. Overtime is also affected by being one officer down on the roster. Commissioner Buchanan asked for clarification that all carried-over vacation time had been used. Very little vacation had been carried over and it's all used.
- A motion was made by Commissioner Schnabel, seconded by Commissioner Blum, to approve expenditures for check numbers 10492 through 10520 in the amount of \$187,777.97. A motion carries with an Aye vote unanimously.

## CHIEF'S REPORT

- Chief Boddington reported that, due to the early meeting date and recent meeting, that there is no formal hours, calls, and incidents report available for this meeting.
- The Chief reports that National Night Out was successful thanks to the efforts of Officer Hanson and Marie Halapin, and other members of the community.
- There was a burglary in Shrewsbury last night at the laundromat, smashing the front window and removing things.
- Stewartstown Carnival a few weeks ago was uneventful.
- Glen Rock Council meeting was anticipated to require special attention and turned out uneventful. Mutual Aid was provided by the Sheriff's Department and State Police. Commission members from Glen Rock thanked the Chief for the successful and uneventful outcome.
- Chief Bean of SWRPD had requested support from local departments for the BBQ cook-off.
- Sgt. Smuck reported that there had been vehicle pursuits in Shrewsbury and New Freedom as well as a rape case.

## EXECUTIVE SESSION

- Chairman Trout requested a motion to include the alternate members present in the executive session. A motion was made by Commissioner Buchanan, seconded by Commissioner Blum. An Aye vote was made. At 19:32 the meeting moved to Executive Session.

## RECONVENTION:

- The public meeting reconvened at 21:15. The Chairman announced that no decisions or votes in the public meeting were needed as a result of the executive session.

## INSURANCE & PENSION

- Commissioner Buchanan reported that a report was received from the auditor but hasn't been completely reviewed yet.
- Commissioner Schnabel shared information obtained from a Wall Street Journal article regarding ill-funded police pensions putting cities in financial bind. This article can be read at: <https://www.wsj.com/articles/ill-funded-police-pensions-put-cities-in-a-bind-1499180342> . You may have to subscribe to read it.

#### PERSONNEL

- No report

#### FACILITIES & EQUIPMENT

- No report

#### CONTROL AND TRACKING DOCUMENT

- Working with the Solicitor, most items have been removed from the document.
- The audit review is in process
- Consultant Smeal continues to work with the Department on the PPU system and the budget preparation.
- Commissioner Herzberger noted that the budget is due from the department to the commission in September 1. It's been committed to be ready by the September meeting. Commissioner Buchanan noted that the budget should come before the Budget Committee prior to presentation at the September meeting.

#### SOLICITOR'S REPORT

- No new items to report.
- Solicitor Ruth provided further information regarding Act 22 was signed into Law on July 7 regarding body cameras. Sgt. Smuck has provided the Solicitor with a copy of the current Motor Vehicle Recording policy. The body-worn cameras will be incorporated into this policy. There is a 60 day wait for the cameras which puts implementation out into September.
- The social media policy is being reviewed to include a document retention policy with regards to how long to retain postings on social media.
- Chairman Trout inquired about retention of the meeting recordings. Solicitor Ruth responded that recordings should be deleted after the minutes that they were recorded for have been approved.

#### OLD BUSINESS

- None.

#### NEW BUSINESS

- Commissioner Schnabel attended a Mayor's annual meeting. The DA from Allegheny County handed out a folder regarding what citizens should do when stopped by police. He asked if our department would like to provide or help sponsor such a document. Chief Boddington responded that a similar document had previously been available and was handed out at carnivals and other community activities. Chief Boddington will review the document and consider how we can provide a similar pamphlet.
- Commissioner Blum discussed with Chief Boddington a previous problem of a citizen not having stopped in a timely manner in another jurisdiction.
- Commissioner Schnabel discussed other crime-related articles
- There was further discussion regarding donations to outside organizations.

#### ADJOURNMENT:

A motion was made seconded by several members for adjournment. The motion passed by Aye vote at 21:45.

August 1, 2017

To: New Freedom Borough  
CC: SRPD Commission

From: W. Ronald Smeal, Police Consultant

Subject: -ANALYSIS OF INFORMATION (SRPD Monthly Reports January - June-2017)  
-Status Update

As you are aware, the SRPD Commission moved to the Police Protection Unit Formula for Member Municipalities on July 1<sup>st</sup>. The prior cost formula and distribution of service information from January through June 30 has been reviewed and the information follows:

**TIME ANALYSIS  
CONTRACT MUNICIPALITIES  
BASED UPON \$88 PER HOUR**

<u>Municipality</u>	<u>Annual Contract</u>	<u>06-30-17</u>	<u>Discrepancy</u>	<u>Due by End of Year/per week</u>
Railroad Borough	170.5 hours	48.81 hours	( - 36.44 hours)	121.69/04.68 hours
Winterstown Borough	480.0 hours	211.45 hours	( - 28.55 hours)	268.55/10.33 hours
S. School District	625.0 hours	352.50 hours	+40.00 hours	272.50/10.48 hours

The Member Municipalities information that follows is based upon their share (\$846,116.50) of one half of the Annual Budget of \$1,692,233.00, Time in Zone, and their percentage share of Miscellaneous Time. There were 64 hours of Outside Jurisdiction Time that was apportioned to Member Municipalities proportionate with their percentage of participation (% of Budget). It also indicates hours received with percentages. The figures indicate whether or not a Municipality received more or less time than their percentage share of calls for service and what dollar amount it represents.

**MEMBER MUNICIPALITIES**

<u>Municipality</u>	<u>Zone+ Misc=Total Time</u>	<u>%ofTime</u>	<u>Hours</u>	<u>% of Budget</u>	<u>Plus/Minus Cost of ½ Budget</u>
Shrewsbury	2,985.7 + 1,917.7 = 4,903.4 hours	33.42%	+579.50	29.47%	+3.95% = + \$ 33,421.60
<b>New Freedom</b>	<b>2,457.1 + 2,090.1 = 4,547.2 hours</b>	<b>31.00%</b>	<b>-164.31</b>	<b>32.12%</b>	<b>-1.12% = - ( \$ 9,476.50)</b>
Glen Rock	1,043.0 + 965.1 = 2,008.1 hours	13.69%	-167.24	14.83%	-1.14% = - (\$ 9,645.73)
Stewartstown	<u>1,677.5 + 1,534.4 = 3,211.9 hours</u>	<u>21.89%</u>	<u>-247.93</u>	<u>23.58%</u>	<u>-1.69% = - (\$14,299.37)</u>
<b>TOTAL</b>	<b>8,163.3 + 6,507.2 = 14,670.5 hours</b>	<b>100%</b>	<b>+0</b>	<b>100%</b>	<b>+0</b>

**Note:** The Total Time recorded on SRPD Monthly Reports (14,670.5 hours) equals 14.11 officers. This calculation is based upon an officer working 1,040 hours for six months divided by 14,670.5 hours. Considering the part time officer, at times, works less than 10 hours per week, the figures recorded by the SRPD appear to be quite accurate.

A recap of the additional information provided by SRPD Monthly Reports during the first six months of this year is as follows:

<u>Municipality</u>	<u>Traffic Citations</u>	<u>Parking Tickets</u>	<u>Warning 5-daycard</u>	<u>Criminal Arrests</u>	<u>Summary Arrests</u>	<u>Business Checks</u>	<u>Youth Aid Referrals</u>	<u>Aid Calls</u>
Shrewsbury	239	1	317	30	23	309	0	638
<b>N. Freedom</b>	<b>131</b>	<b>5</b>	<b>156</b>	<b>21</b>	<b>15</b>	<b>202</b>	<b>0</b>	<b>529</b>
G. Rock	105	3	56	13	20	12	1	323
Stewartstown	58	4	111	16	14	220	1	344
Railroad	8	0	15	3	3	3	0	39
Winterstown	41	0	15	3	3	3	0	79
S. School Dist	2	0	12	1	2	0	11	63
Outside Juris	<u>1</u>	<u>0</u>	<u>1</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>63</u>
<b>TOTAL</b>	<b>585</b>	<b>13</b>	<b>683</b>	<b>87</b>	<b>80</b>	<b>749</b>	<b>13</b>	<b>2,079</b>

Attention has been directed toward presenting the Commission with Recommendations on Staffing of Civilians and Detectives. That information was provided to you earlier. As you recall, it was suggested that the Commission maintain Support Staff as is and the Detectives (1.5) appears to be justified.

Chief Boddington, Sergeants Smuck and Teague and I have been busy converting policies and procedures over to the Police Protection Unit. We have been quite successful to start and it appears from reviewing reports that the Department has a good grasp on the PPU Concept. There were several issues to work through such as how the Chief and Detective Time, and Overtime impact the PPU's. Further when PPU time was still off a few hours, it was discovered the cause was that the part-time officer at times, works less than 10 hours a week. When that time was factored in, all balances equal out.

We are now initiating work on Proposals for the 2018 Budget and Capital Expenditures for the Commission meeting on Wednesday September 6<sup>th</sup>. Currently SRPD has 13.25 officers that equal 53 PPU's. Contemplating the Contract Municipalities continue to pay for 1,286 hours of police service (2.45 PPU's), Member Municipalities will distribute the remaining 50.55 PPU's. The proposed budget will distribute the 50.55 PPU's according to the percentage of incidents (obligated activity) experienced in their Municipality this year to date – probably mid August.

Note: As of June 30<sup>th</sup>, you can review the "Calls" numbers above to see that New Freedom has experienced 529 "Calls" "Incidents" where an official report or accident report was prepared. The Total Calls/Incidents for the Member Municipalities was 1,834. New Freedom's share of the Obligated Activity (Calls/Incidents) was 28.84% ( $529 \div 1,834 = 28.84\%$ ). SRPD has 50.55 PPU's and if activity percentages

New Freedom Borough Analysis of Information, page 3.

were to stay the same, New Freedom would purchase 28.84% or 14.58 PPU's =145.8 hours/week. The Borough's share of the Budget would be 28.84%. SRPD would insure New Freedom receives 145.8 hours per week or 7,581.6 hours during 2018. Any plus or minus time on December 30, 2018 would be carried forward into 2019.

As I have mentioned on prior occasions, one of the major weaknesses, in my opinion, with the previous Formula, is the manner in which costs and service have been handled. For example during the first six months of this year, Shrewsbury has received 3.95% or 579.5 hours more than they have paid for. If you take one half of the \$1,692,233 budget or \$ 846,116.50, you can see the discrepancy of their receiving additional time that equals \$ 33,421. Their receiving more time/money causes the remaining member municipalities to share an equal amount of loss of time and money. Come the New Year, everyone starts off even again. You can imagine the discrepancy and amount of money involved, especially over the many years of participation by Members.

This will not happen under the PPU Formula as time is monitored on a daily, weekly and annual basis. Further, plus and minus time (and the equal amount of money) is carried forward into the next budget year preventing any unfair allocation of service time and/or funding.