

**Southern Police Commission  
Monthly Meeting  
October 3, 2018**

A public meeting of the Southern Police Commission was held on Wednesday, October 3, 2018. The meeting convened at the New Freedom Borough Council Chambers, 49 East High Street, New Freedom, PA 17349.

**Commission Members Present:** Donna Benton (Seated Alternate), Buck Buchanan, Roy Burkins, Rob Herzberger, Bruce Merrill, Mike Sharkey, Andrew Stewart, John Trout

**Solicitor:** Peter Ruth

**Police Department Staff:** Chief James Boddington, Financial Administrator Gail Prego, Sgt. Teague, Sgt. Smuck, Ofc. Grove, Ofc. Heffner, Ofc. Smith, Ofc. Swartz

**Members Absent:** Larry O'Brien

**Alternate Members Present:** John-Paul Whitmore

PLEDGE OF ALLEGIANCE

The meeting was called to order by Chairman Trout at 19:04 with the pledge of allegiance to the flag and a moment of silence for fallen first responders, 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 this evening.

PUBLIC COMMENTS

- Chairman Trout requested public comments. There were none.

REVIEW & APPROVAL OF AUGUST 2018 MEETING MINUTES

- Chairman Trout asked for a review and approval of the minutes for meetings on September 5 and September 18.
- A motion was made by Commissioner Herzberger, seconded by Commissioner Stewart, to approve the September 5 meeting minutes as submitted. All in favor consented with an Aye vote, there were no Nays, and there were two abstentions due to absence.  
A motion was made by Commissioner Burkins, seconded by Commissioner Stewart, to approve the September 18 Continuation meeting minutes as submitted. All in favor consented with an Aye vote, and there were two abstentions due to absence.

REVIEW & APPROVAL OF SEPTEMBER 2018 EXPENDITURES

- Expenses for August 2018 were presented by Finance Administrator Prego leading the discussion.
- Revenues through August remain ahead of forecast due to SRO Contracts with the School Districts.
- The Chief is taking patrol shifts, which reduces the OT expenses due to his salaried position.
- By next month we will begin to go over budget due to the new officers being in place. The income to offset that overrun comes from the School District payments.
- Health insurance premiums are currently under-run due to Officer Bishop's benefits not being part of current expenses.
- Personnel expenses have been underrun due to health insurance costs that we've budgeted that haven't occurred and Ofc. Bishop's planned health insurance costs not being there. As new officers come on board these expenses are projected to increase.
- Vehicle expenses continue due to the age of the fleet. Vehicle trade-ins and upgrades should help.
- Operating expenses will start to run over budget somewhat due to new officers getting outfitted. Should be covered for the year due to expenses that had not accrued earlier in the year.

- Occupancy expense are affected by the lack of cleaning services costs, which we are trying to rectify now.
- Admin: We need to give approval to the auditor's report.
- Detective Shafer has sent out solicitations for donations for the out-door cameras.
- Questions:
  - Commissioner Merrill commented that we don't pay much attention to the balance sheet. He questioned a line regarding depreciation, saying that he didn't understand why we were depreciating anything. Administrator Prego answered that General Accounting Procedures (GAP) require that we must depreciate assets. When we do the budget we show the depreciation as a capital outlay and we expense it. When the auditors look at it, they reverse that and show it as depreciation per GAP. Commissioner Merrill asked if we follow IRS depreciation guidelines and the answer is yes. Commissioner Buchanan stated that we've argued this often and lose every time we get audited. Detailed discussion continued.
- In October we paid the retirement payment of \$175,502.00. The Commission's portion of that is \$44,341.70. We add to that the State aid of \$131,160.30. Commissioner Buchanan asked a confirming question about the shortfall from the State aid resulting in a Yes answer. Administrator Prego stated that we'd only budgeted \$112,000.00 so we needed more.
- Commissioner Herzberger asked if our medical premiums show up in the check detail. Answer is yes, checks to Intergovernmental Insurance, but the invoice doesn't show for this month due to a technical snafu. There will be 2 checks in September's report. It will be higher due to new officers being added, retroactivity of payments, etc.
- We went through a Pension Audit from which there were no findings, just some observations for internal use.

A motion was made by Commissioner Buchanan to approve expenses for August check detail including several ACH's (electronic transfers) and check numbers 10897 through 10936 plus transfers for \$146,326.59. The motion was seconded by Commissioner Burkins. The motion passed with an Aye vote.

#### CHIEF'S REPORT

- Chief Boddington reviewed and explained the reports through August 5 September 1 that had been provided to the Commissioners and will be posted on the web site. He indicated that the month-to-month variances are tight and the values change from day to day. The report continues to be near target values for time and calls. The traffic values are up a bit for Glen Rock due to requested targeted enforcement for speed and trucks on Church St.
- Overtime is up a little bit due to personnel shortage, vacations, etc. We continue to be down 3 people. The Chief are filling shifts to help limit overtime. As the new officers come up to speed the OT should go down.
- Commissioner Buchanan asked how everything's working out in Stewartstown with reference to the SRO's. Chief Boddington indicated that he'd cover that off when discussing the SRO's.
- The SRO's Ofc. Hanson and Blaise have gotten their offices set up and met with the staff. South Eastern already had an office space set aside, and arrangements have been made at Southern. I.T. has been arranged so that officers have access to the police resources that they need as well as any school resources required to do the job. There are a lot of incidents. Feedback is good. There was a Safety Night meeting at Susquehannock for the public to discuss with the SRO's, Chief, and staff how things will go. Everything seems to be positive. The parents want an officer in every building. This is not financially feasible and the officers are traveling from building to building and they're busy.
- Stats are fairly low, typical of this time of year.
- There was an automobile break in in New Freedom, with credit cards being stolen, at about 02:00. At about 03:15 the perpetrators were down in the Parkville area using the stolen cards at retail establishments. Detective Shafer travelled to several jurisdictions in Maryland, reviewed video footage,

contacted the banks, and identified suspect, who has a history of drug offences in our area, in Carroll County. An arrest is pending.

- We're still down a cleaning person. Prospective employees working for cleaning companies have been interviewed but many are unable to pass the background check. We are interviewing individuals and, with Solicitor Ruth's support, to make sure the process goes smoothly. The officers are trying to help with keeping the basics clean.
- New car: Lettering is completed; all of the materials that had been ordered are in. Equipment is at K&C and the car will be taken there. Commissioner Buchanan asked what the new car number will be. Answer: It will be 4276. He asked what cars were gotten rid of. Answer: None. We needed the old cars for SRO's.
- Alternate Commissioner Whitmore asked how many vehicles we have in daily use in the fleet. Officer Heffner, the vehicle officer, answered that there are a total of 9, with 4 in almost continuous use for patrol and SRO's. Added to that is the Detective vehicle. We are supposed to be considering the cars mileage life at 150,000 miles due to the police use wear and tear on critical components, but we are actually nearing 175,000 miles in most cases. Older and high-mileage cars are assigned to the SRO's. Additional cars, more than the obvious, are required due to breakdowns, during prisoner transport at shift change, and other expected but unscheduled needs.
- Commissioner Merrill asked, under time analysis, about differences in SRO apparent coverage. Chief Boddington answered that Southeastern SD is covered only during school hours, but Southern SD is 24/7 coverage. Football games skew the hours reported. Court hours attributable to previous cases affected Ofc. Blaise reported time.
- At the last meeting it was announced that Mike Storeman was unable to continue as a full-time officer. He will serve as a part-time administrator. The Commission had approved his employment in that capacity and he's now engaged in the work.
- Both new officers were in attendance at this meeting, and it was noted that things are going well with their completing training and getting on the street.

Officer Derek Smith made a proposal regarding bringing K-9 services back to SRPD. A copy of the notes he provided to the Commissioners are attached to and made a part of these minutes. During the presentation, Officer Smith made the following observations:

At one point, SRPD had three (3) K-9 officers, now we have zero.

When patrolling at night, you have someone who is running from you, you may have drugs involved, a dog is very helpful. While there are K-9 officers available from other departments, you will likely wait a minimum of an hour on a good day for one to arrive, if there's one available.

Ofc. Smith's proposal includes starting a K-9 program with costs and expenses based on donations, which will not impact the department's budget. Initial cost estimates are \$70K.

Ongoing funding comes from golf tournaments, raffles, etc.

Initial startup costs come from mailers, reaching out to businesses, out of State business who are interested in donating money for these projects. In addition, "GoFundMe" pages can be used.

Commissioner Buchanan asked what would happen if, several years later, there was a shortfall in external funding. The answer is that it will be continuous funding effort. There may be an impact on budget eventually but it's unlikely due to the efforts the officers will put into continued external funding of the program, mostly on their own time.

Chief Boddington asked how many other departments are doing the fund raising this way and what is their success rate, how is it working. Ofc. Smith cited several departments by name and provided some detail regarding how they're doing it.

Chief Boddington provided some historic information regarding how well the K-9 program had been received by the served communities several years ago. There were some problems solved and lessons were learned that will help this time. Ofc. Smith has been pursuing this program for some time, gathering information and awaiting

the appropriate time, after the more recent concerns regarding our department to settle out. Ofc. Smith has been pursuing this program on this own time and is dedicated to making it work. Commissioner Merrill asked how many dogs we are talking about and what would they be used for. The answer is we're starting with one. It will be included in search details for missing persons, criminal pursuits, drug investigations (dealing with the opioid epidemic) and other police work. A specific recent case was cited where a person ran from SRPD and State Police responders. The pursuit took several hours. With a well-trained K-9 officer that time could have been reduced substantially due to the dog's sense of scent and agility as part of the search.

Commissioner Merrill asked what the metrics would be to gauge success of the program, for example, for a one year time period. Sgt. Teague answered that there is a program used to track usage of the dog, with specific reporting capability. Other comments were made relating to previous use of K-9 officers, wherein drug-related criminals would avoid our area due to our having dogs available to solve investigations. Examples and details were provided.

Other detailed questions were asked about life expectancy and dog handling. Legal, compensation, and related detailed concerns were discussed. The proposal from Officer Smith includes accepting the use of the K-9 vehicle as compensation for the dog's care. Yearly costs would include insurance at \$430.00. Estimated overall annual costs for the program are in the \$4K to \$5K range.

Chief Boddington shared that the previous experienced with K-9 programs in our department was very positive both for the officers in the conduct of law enforcement activities as well as community relations. A motion was made by Commissioner Sharkey, seconded by Commissioner Benton to approve support of fund raising and planning for the K-9 program. The motion passed by an Aye vote. Commissioner Buchanan requested that members take this discussion back to their Councils.

## COMMITTEE REPORTS

### **INSURANCE & PENSION**

- Pension amounts have been paid.
- We've passed a pension audit.

### **PERSONNEL**

- Commissioner Sharkey noted that there was a work progressing regarding contract negotiation. That subject will be covered later.

### **FACILITIES & EQUIPMENT**

- Commissioner Burkins reviewed that New Freedom Borough had offered a 5 year lease.
- Commissioner Merrill recommended continuing with month to month rent payments.
- There was discussion about a 1 year notification prior to the Department leaving the current offices.
- Chairman Trout opined that we are not in a financial position to do anything differently now.
- Solicitor Ruth opined that, under current law, a month to month agreement could be terminated with 30 days' notice by either party. He recommended a two year agreement with a one year notification of leaving. A discussion followed.
- Commissioner Buchanan made a motion that a letter be sent back to New Freedom Council that we do not want to have a 5 year lease. Commissioner Herzberger seconded the motion. There were Aye votes from the members who voted, and the New Freedom members abstained from voting on this motion.

### **FINANCE & BUDGET**

- Financial Administrator Prego said that we presented all costs at the last (budget and continuation) meeting. There are no known estimates of health insurance costs.
- The workman's comp doesn't go to the ratings board until sometime this month.

- There are 2 claims that could affect liability insurance costs pending outcome. Our expenses in this area are well over that budgeted.
- Chief Boddington said that we still have one open officer position, replacing Officer Storeman. He discussed other details to forecast as expenses. These include vehicle purchase and body cameras.
- The percentage of increase in the budget was stated to be 15.6% including the SRO's.
- Administrator Prego reminded the Commission that there were no salary increases the previous year and this budget will be affected by the negotiated increases. There are also the 2 SRO's that were not in the budget last year.
- There was continued detailed discussion and review from the documents from the previous continuation and budget meeting.
- There was discussion regarding bringing in more administrative support to limit increasing the number of officers. There was discussion regarding paperwork that an officer must do versus administrative work that other administrative employees can do. There was discussion about how officers on patrol, making arrests for DUI, for example, and other incident prevention work the department does that the results of which are not measurable statistically or as part of a budget.
- Commissioner Buchanan stated that we should approve the budget with the information that we have and get it to the member Boroughs, and continue to look at the budget regarding ways to cut expenses with an understanding that all of the money budgeted won't be spent on 1 January.
- The Railroad and Winterstown discussion was had again. Railroad pays for services as needed. Winterstown pays according to a contract for patrol and law enforcement service that continues through March 2019.
- Commissioner Herzberger presented the Budget Costs per Member Borough:
  - Shrewsbury: \$674,305
  - New Freedom: \$612,152
  - Glen Rock: \$313,229
  - Stewartstown: \$366,502
- Revenue other:
  - \$15,750 and \$44,350
  - School Districts x2: \$144,320 each or \$288,640
- A motion was made by Commissioner Herzberger that a total department budget be forwarded to the Boroughs for consideration, in the amount of \$2,314,928, seconded by Commissioner Sharkey. There was more detailed discussion and there is additional information continuing to be received by the Financial Administrator. Commissioner Stewart asked what the projected PPU's would be for Glen Rock. Commissioner Herzberger had 8.13, and Administrator Prego had 8.44 with reference to a total of 53.00 PPU's. Administrator Prego reinforced her previous statements that 53.00 PPU's would be required to provide 24/7/365 coverage.
- The percentages for the Boroughs break down as follows:
  - Shrewsbury: 34.29%
  - New Freedom: 31.13%
  - Glen Rock: 15.93%
  - Stewartstown: 18.65%
- After considerable additional discussion, a vote was taken to approve the motion. There were 7 Aye votes, and 1 Nay or Opposed.

#### **CONTRACT NEGOTIATIONS COMMITTEE**

- This report will be considered during the Executive session

#### **INTERGOVERNMENTAL AGREEMENT COMMITTEE**

- The committee has not met.

#### SOLICITOR'S REPORT

- Solicitor Ruth had one action item. A referral agreement was received from Wellspan Behavioral Health and Wellspan Crisis Intervention Services. They offer crisis intervention and behavioral health services pursuant to the Behavioral Health Services Act, part of which deals with mental health commitment when police are involved. The agreement sets forth details and describes how their organization interacts with the Police Department and the hospital. He asks for approval for the Chief to enter into this agreement. A motion was made by Commissioner Buchanan, seconded by Commissioner Stewart. There was a vote taken, all voted Aye.

#### EXECUTIVE SESSION

- There were no alternates present other than those seated on the Commission so the requirement for alternate attendance motion was waived.
- The executive session began at 20:55 and ended at 21:47. Collective bargaining, pending litigation and personnel issues were discussed.



#### OLD BUSINESS

- Commissioner Buchanan shared observations about his trip to Arizona, and visiting Queen Creek and discussing their County-wide police force. Officers were assigned per district and wear uniforms representative of the community or district, even though managed on a County-wide basis.

#### NEW BUSINESS

- No new business.

**MOTION TO ADJOURN:** A motion for adjournment was made by Commissioner Buchanan, seconded by Commissioner Stewart. There was a unanimous Aye vote.

# Southern Regional K9

## *A donation funded program*

The Officers of the Southern Regional Police Department cover six boroughs and two school districts in the area of southern York County, PA. The communities covered by Southern Regional Police consist of approximately 13,500 citizens as well as two school districts with a combined enrollment of 5,880 students.

In the county of York in 2016 there were 76 heroin overdose deaths out of a total 123 drug overdose deaths. There were also 232 individuals saved by administering naloxone, a drug that reverses the effects of narcotics. In 2017 York County had 141 heroin related deaths out of 176 total drug deaths, and 262 individuals saved by naloxone.

According to the FBI there were 651,226 entries for missing persons in the United States in 2017.

A well trained and functioning K9 unit would be capable of helping stop the infiltration of illegal drugs into the community as well as help track missing persons who could be in danger. A K9 can search an area four times faster than humans can and with much higher accuracy. While humans search rooms with their hands and eyes, a K9's nose can sense things a human officer may never find.

The Southern Regional Police Department and the communities of southern York County would benefit from introducing a K9 program.

## Funding:

The communities covered by Southern Regional Police deserve the best possible Police coverage at the lowest possible cost. I am proposing to reintroduce the K9 program for Southern Regional Police that is funded completely by fundraising and donations. Fundraisers would be conducted each year to cover the various costs to keep the program functional and an asset to the department. There are also multiple state and federal grants specifically dedicated to K9 programs that would be applied for.

## Cost:

The cost of purchase of the police dog and the training program at Castle K9 in Mechanicsburg, Pa., and a new vehicle equipped with a K9 specific cage would also be purchased during fundraising. Other costs would include annual training, food, and vet care. These costs would all be covered through fundraising. An initial estimated start up cost of \$70,000 would cover the cost of the K9, the training for K9 Officer, and the new vehicle with all the equipment necessary for patrol functions. Each year continued fund raising would be needed to cover yearly costs and insurance needs to ensure the success of the program.

In conclusion the reintroduction of the K9 program to the Southern Regional Police and the communities that benefit from their services would be positively impacted. The plan of this program being entirely funded without tax payer impact shows the extra value that implementing this would provide.