

**Southern Police Commission  
Monthly Meeting  
August 6, 2014**

A public meeting of the Southern Police Commission was held on Wednesday August 6, 2014 at 7:00 p.m. at the New Freedom Borough Council Chambers, 49 East High Street, New Freedom PA 17349.

Those present: Chairman John Trout, Commissioner William Gemmill, Commissioner Peter Schnabel, Commissioner Jeff Halapin, Commissioner Richard Buchanan, Commissioner Ann Merrick, Commissioner Bonner Smith, Chief James Boddington, Alternates Nathan Kirschman and Roy Burkins and Solicitor Peter Ruth.

Absent: Commissioner Brady Terrell

**PLEDGE OF ALLEGIANCE**

Chairman John Trout called the meeting to order at 7:00 p.m. with the pledge of allegiance to the flag and a moment of silence for all police officers, firefighters and EMT's who were killed in the line of duty.

**PUBLIC COMMENTS**

Jeff Blum reported that he heard on the news that police departments are going to be required to have a "Safe Baby Drop Off". After some discussion, it was determined that Solicitor Peter Ruth will research this.

**APPROVAL OF THE MINUTES OF JULY 15, 2014**

Chairman John Trout asked for a motion to approve the minutes from the July 15, 2014 meeting. After reviewing the minutes, Commissioner Bonner Smith made a motion to approve the minutes as presented, seconded by Commissioner Ann Merrick. Motion carried.

**REVIEW OF EXPENDITURES FOR JULY 2014**

Commissioner Bonner Smith made a motion to approve checks 9214 through (checks 9257 through 9258 were voided) 9259 with expenditures totaling \$173,028.89. Commissioner Ann Merrick seconded that motion. Motion carried. (After reviewing the list I realized that check # 9259 was not a printed check but a liability check which was directly deposited to PA Unemployment Compensation. After fixing this mistake which now this appears on page one of the check detail the checks 9258 and 9259 which were reported as voided in the minutes were not voided and will appear in the check detail report for August.)

**CHAIRMAN'S ANNOUNCEMENTS:**

Chairman John Trout announced that there will be an executive session regarding a personnel issue.

## **POLICE CHIEF'S REPORT:**

Detective Teague asked the Commission if they would consider changing the date of the Sergeant's test from September 25<sup>th</sup> to October 23<sup>rd</sup>. This would allow more time for the applicants to study because 3 of the applicants are on the negotiation committee and are spending a lot of time working on that. Alternate Nate Kirschman reported that he has already contacted the Civil Service Committee and that they are in agreement with changing the test date. He also reported that the test will be given in two sessions the first will begin at 9:00 a.m. and the second will begin at 1:00 p.m. Commissioner Richard Buchanan made a motion to change the Sergeant's test date from September 25<sup>th</sup> to October 23<sup>rd</sup>, seconded by Commissioner Bonner Smith. Motion carried.

Chief Boddington explained that Shrewsbury's time was high in the month of June because of the carnival and some traffic details. There was also a burglary at the Verizon Store.

He also sent a letter to the Sheriff's Department thanking them for their assistance during all three carnivals.

Chief Boddington reported that officers responded to Codorus Township on three separate occasions during the month of June. The first one was officers assisted State Police for a hit and run accident, the second one was an officer was at Friendship Elementary and came upon an accident and waited until State Police arrived, and the third was officers were assisting State Police with a robbery at Rutters in Codorus Township.

Chief Boddington reported that the three juveniles who were arrested for Criminal Mischief for the graffiti at the Marge Goodfellow Park, Steam into History in New Freedom, Shrewsbury Park and Fire Department, York County Parks and Recreation and York Water Company were all sentenced to juvenile detention and restitution in the amount of \$22,000.00.

Chief Boddington reported that National Night Out was a great success. Sergeant Smuck and Officers Fishel, Heffner, Storeman and Detective Teague all attended.

Chief Boddington received digital blue prints and satellite images of all the buildings within both school districts through MAGLOCLLEN (Mid Atlantic – Great Lakes Organized Crime Law Enforcement Network). Chief Boddington is in the process of getting Winterstown and Chanceford Elementary Schools.

## **COMMITTEE REPORTS:**

### **INSURANCE/PENSION**

No report.

### **PERSONNEL**

Commissioner Peter Schnabel reported that the Southern Police Commission By-Laws have been approved by Stewartstown Borough Council. New Freedom Borough will vote on them at their next Council Meeting followed by Shrewsbury and then Glen Rock. All municipalities should have approved them by the next Commission Meeting. Some of the Boroughs still have their mayor as a member of the Commission because of their borough codes, and others have appointed other people as members of the Commission.

Commissioner Peter Schnabel reported that because of the growth of the police department he and Chairman John Trout met with a representative of Stambaugh and Ness to do a managerial and business assessment of the office procedures. They will then advise the Commission on how to make improvements to stream-line operations. They also provide a free service to assess the security of our network and web site. They will need approximately 20 hours to review our office procedures and the cost is \$150.00 per hour. After some discussion it was decided that the individual from Stambaugh and Ness attend the next Commission Meeting and answer any questions. Commissioner Bonner Smith then made a motion for the Commission to sign a letter of engagement and not a commitment letter to Stambaugh and Ness, seconded by Richard Buchanan. Motion carried.

Commissioner Peter Schnabel reported that there are still some changes that have to be made to the Non-Civil Service Employee Handbook and that it should be ready by the next Commission meeting.

### **FACILITIES AND EQUIPMENT**

Alternate Nate Kirschman reported that there had been comments from our police officers that the public safety radio coverage inside the school buildings on the Southern York County School District main campus is poor and unreliable. He attended a meeting with Wayne McCullough from the Southern York County School District and they discussed how to improve the system. They discussed Dr. McCullough's staff requesting the York County DES Radio technical staff to perform coverage and signal strength tests inside the buildings and the possibility of considering a bi-directional amplifier with radiax distribution system for each building to provide an in-building radio coverage solution. Radio coverage inside Friendship Elementary has not been checked. Shrewsbury Elementary should not have any problems with radio coverage. There are grants available to help with these expenses.

No in-building radio coverage testing has been performed at any of the Southeastern School District facilities with the exception of Stewartstown Elementary which has excellent radio coverage (YCDES radio site co-located).

### **REVIEW OF EXPENDITURES**

Commissioner Richard Buchanan reported that officers' salary is at 84.6% of the budget due to hiring Officer Fishel at a lower rate than the Stewartstown officer. Vehicle fuel is at 131% of the budget and legal fees are above budget.

### **FINANCE AND BUDGET**

Administrative Assistant Patricia Miller reported that the office rent for 2015 will increase \$50.00 per month. She also asked the Commission to make a decision if they are going to rent the Stewartstown Office for 2015. If they decide not to then the department will have to make arrangements on moving the desks, evidence and other equipment to the police station and from there determine what we are going to use and get rid of unwanted items. Alternates Nathan Kirschman and Roy Burkins will look into this and get a price from Stewartstown Borough on how much the rent will be for 2015.

Commissioner Richard Buchanan reported that the hours that were estimated for Stewartstown are really close to what that estimate was. Based on the first six months of hours the contributions for next year are currently estimated to be Glen Rock at 15.22%, New Freedom at 34.35%, Shrewsbury at 32.94% and Stewartstown at 17.48%.

The Budget Committee met on Tuesday and will meet on August 12<sup>th</sup>. They are anticipating adding another officer for next year because of the full time School Resource Officer.

Commissioner Richard Buchanan will work on an Exhibit A for the Intergovernmental Agreement.

Commissioner Richard Buchanan explained that the unexpended funds were returned to the municipalities by the reduction of their contributions for 2014.

### **ISSUE CONTROL AND TRACKING DOCUMENT**

Civilian Employee Job Descriptions – work in progress.

#### **SOLICITOR'S REPORT**

Solicitor Peter Ruth will check on where the signed agreement is with Southeastern School District.

### **EXECUTIVE SESSION**

An executive session to discuss personnel issues began at 8:30 p.m. and ended at 8:50

#### **OLD BUSINESS**

No old business.

#### **NEW BUSINESS**

No new business

### **ADJOURMENT**

Commissioner Jeff Halapin made a motion to adjourn at 8:52 p.m. seconded by Commissioner Ann Merrick. Motion carried.

Respectfully submitted and recorded by:  
Patricia Ann Miller  
Administrative Assistant