

Southern Police Commission
Monthly Meeting
January 2, 2019

A public meeting of the Southern Police Commission was held on Wednesday, January 2, 2019. 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, Larry O'Brien, Mike Sharkey, Andrew Stewart, John Trout

Solicitor: Peter Ruth

Police Department Staff: Chief James Boddington, Financial Administrator Gail Prego, Administrator Diana DeMoss

Members Absent: Bruce Merrill

Alternate Members Present: None

IGA Committee Member: None

PLEDGE OF ALLEGIANCE

The meeting was called to order by Chairman Trout at 19:00 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 no members of the public present, therefore no comments.

REVIEW & APPROVAL OF DECEMBER 2018 MEETING MINUTES

- Chairman Trout asked for a review and approval of the minutes for meeting on December 5.
- A motion was made by Commissioner Herzberger, seconded by Commissioner Buchanan, to approve the minutes as submitted. All in favor consented with an Aye vote, there were no Nays, and Commissioners Benton and O'Brien abstained due to not having been there.

REVIEW & APPROVAL OF DECEMBER 2018 EXPENDITURES

- Expenses through November 3, 2018 were presented by Finance Administrator Prego leading the discussion.
- The Department expenses remain under budget. It appears that it will continue that way.
- Revenue from the School Districts, the Pension State Aid, the surplus from the health insurance due to our having budgeted higher than the actual costs.
- A decision can be made, after the final December numbers are available, as to what to do with remaining budget amounts.
- Commissioner Buchanan asked if there was anything out of the ordinary in the report. Administrator Prego answered that the additional income from the SRO contract, which is paying for the SRO salaries and expenses effect the different than planned results. Details regarding overtime distribution were discussed. Part time admin is up due to the change with the PT admin hire.
- Vehicle expenses continue to be what they are. Maintenance and repair expenses should decrease due to the new cars added to the fleet.
- Uniform expenses are up due to the new officers hired to offset the SRO assignments.
- Liability insurance came in higher than anticipated for the year.

- Money that was budgeted for arbitration was not spent under Admin. There were and are expenses involved with the labor attorney during negotiations.
- Income anticipated from the vehicle trade-ins that didn't occur due to the needs of the SRO's were offset by the public safety money.
- Commissioner Buchanan led a discussion regarding how to report the expenses. There's the new report introduced last month in the package that provides numbers for the actual total expenses derived from checks written and ACH activity. This detail excludes payroll. Detail discussion continued to re-clarify the methodology.
- A motion was made by Commissioner Buchanan to approve expenses for November of from the Monthly Expense report of \$199,286.42 and approve the check detail including several ACH's (electronic transfers) and check numbers 11009 through 11036 plus transfers for based on the check register total of \$86,947.03. The motion was seconded by Commissioner Stewart. Chairman Trout called for any further questions and there were none. The motion passed with an Aye vote.
- Chairman Trout asked about accounting for reserves with reference to the IGA. Moneys returned to the member municipalities are taken care of during January.
- Commissioner Herzberger asked some detail questions regarding the Balance Sheet.

CHIEF'S REPORT

- Chief Boddington reviewed and explained the police reports of October 28 through November 24 and November 25 through December 31, and a third page showing three year incident numbers averaged and actual, that had been provided to the Commissioners and will be posted on the web site.
- Time attributed to each municipality is within tolerance. Time spent in each municipality is being managed by the Sergeants as closely as possible. The officers make every effort to balance forecasted time with real requirements. Overtime is being kept as low as possible.
- Remaining and carry-over vacation were discussed. Vacation was used as close to that awarded as possible. More information will be available at the next meeting.
- Commissioner O'Brien asked if Southern School District was going to be over on hours. Chief Boddington replied that they've asked for more hours. The revenue will be higher due to their coverage requirements for football games and 24/7 coverage, which Southeastern has not requested.
- Commissioner Buchanan asked the Chief to re-check the numbers on the three year incident average and actual report. There was a discussion that resulted in something didn't look right. The Chief will ask Sgt. Smuck to recheck the numbers. Commissioner Buchanan remarked that it is commendable that the forecast compared to actual numbers are as close as they are.
- At the last meeting Det. Shafer had discussed the ammo cycling problem with our side arms when combined with the rail-mounted flashlights. The new Glock 45 side arms have been received, the officers have been qualified on them, they're in service and the ammo feed/cycling problem is not present with these guns. Chief Boddington credited Det. Shafer for leading the project and using his own time for some of it.
- Commissioner O'Brien asked what happened with the old guns. Chief Boddington explained that they were traded in, and that the officers had the opportunity to purchase them for their own use at trade-in price.
- The month of December was relatively quiet. Chief Boddington had been on vacation and other than dealing with very few administrative issues he was able to use his vacation successfully.
- The community special event for the month was the Glen Rock Carolers and there were no problems associated with that event.
- Financial Administrator Prego rechecked the report and explained that the apparent differences in what the report numbers should be in the summary had to do with the method of out-of-jurisdiction calls being accounted for.

COMMITTEE REPORTS

INSURANCE & PENSION

- Commissioner Buchanan asked Administrator Prego to clarify the pension information provided earlier. He asked for information regarding budgeted amounts compared to what was received for 2018. The State Aid budget was \$112,000, and we received \$131,162.87. The MMO was \$175,502, we paid \$44,339.13. There were follow-on comments and discussion as to why and how it worked out this way.

PERSONNEL

- Candidates for employment were interviewed on Saturday. A conditional offer was made to one of them. His military and educational background was discussed. Numerous candidates received preliminary interviews, 2 were given a more complete interview, and one was chosen. The background and polygraph checks remain to be completed. The final offer must be signed and completed.

FACILITIES & EQUIPMENT

- No report

FINANCE & BUDGET

- Commissioner Buchanan said that the finance committee met.
- Glen Rock had a limit on what they could spend on police services. The new budget budgeted amounts attributable to them are based on the PPU's they said that they can afford, a 5% increase.
- All of the other factors, insurance etc. and considered in the final budget.
- A decision was made to hire for one of the two open positions, which results in reduce costs for the year. With this decision the overall costs for each municipality will be lower. The overall effect will be that the shifts will be covered, but there will not be an officer to take on the overflow criminal investigations and fill assignments. It will likely require more mandated overtime. Alternative hiring to fulfill the mission of the Department, such as a Civilian Service Officer, is being considered.
- Commissioner Herzberger made a motion we revise the approved budget for a total of \$2,163,233. Commissioner Buchanan seconded the motion. There were no further questions or discussion other than thanking the Admin and Supervisory officers for their hard work. A vote was taken and the motion passed with an Aye vote.
- The pension and health care funds will be reviewed for a determination of how to proceed and a report will be made next month.

CONTRACT NEGOTIATIONS COMMITTEE

- Will be discussed in Executive Session.

INTERGOVERNMENTAL AGREEMENT COMMITTEE

- Commissioner Sharkey proposed that the IGA committee meet on the first and third Tuesdays of each month. The first meeting will be January 15 19:00 in New Freedom, the next meeting will be in Shrewsbury at and from then onward the second meeting per month will be in New Freedom.

SOLICITOR'S REPORT

- Solicitor Ruth announced that the meeting dates for the coming year have been advertised.

EXECUTIVE SESSION

- There were no alternates present that were not seated so the requirement for alternate attendance was not discussed.

- The executive session began at 19:49 and ended at 20:09. Collective bargaining and personnel issues were discussed.
- As a result of the Executive Session, a motion was made by Commissioner Sharkey, seconded by Commissioner Stewart, to approve the Collective Bargaining Agreement (CBA) proposal, subject to final legal counsel review by both parties. A vote was taken and the motion passed with an Aye vote.

OLD BUSINESS

- None

NEW BUSINESS

- There was no new business.

MOTION TO ADJOURN: A motion for adjournment was made by Commissioner O'Brien, seconded by Commissioner Burkins. There was a unanimous Aye vote at 20:20.

**Southern Regional Police Department
2019 Budget
Top Level Summary**

2019 Budget - Rev C 49 PPU's

	Jan - Dec 18	Jan - Dec 19	Dollar Change	% Change	PPUs	Annual	Qtrly	%
Income								
Member Contributions / Cost Per PPU						37,958		
Shrewsbury	648,114	619,932	(28,182)	-4.35%	16.33	619,932	154,983	34.20%
New Freedom	569,203	564,776	(4,427)	-0.78%	14.88	564,776	141,194	31.16%
Glen Rock	272,844	284,684	11,840	4.34%	7.50	284,684	71,171	15.71%
Stewartstown	388,989	343,104	(45,885)	-11.80%	9.04	343,104	85,776	18.93%
Total Member Contributions	1,879,150	1,812,496	(66,654)	-3.55%	47.75	1,812,496	453,124	100.00%
Budget Deficit / Transfers								
Shrewsbury	(4,094)	-	4,094	-100.00%				
New Freedom	(3,595)	-	3,595	-100.00%				
Glen Rock	(1,724)	-	1,724	-100.00%				
Stewartstown	(2,457)	-	2,457	-100.00%				
Total Budget Deficit	(11,870)	-	11,870	-100.00%				
Member Cash Payments								
Shrewsbury	644,020	619,932	(24,088)	-3.74%				
New Freedom	565,608	564,776	(832)	-0.15%				
Glen Rock	271,120	284,684	13,564	5.00%				
Stewartstown	386,532	343,104	(43,428)	-11.24%				
Total Member Cash Payments	1,867,280	1,812,496	(54,784)	-2.93%				
\$11,870 2018 Transfer plus \$160,675 Increase in 2019 Budget Less \$227,329 paid by Contract Services and \$0,000 Transfer								
Non-Member Contributions								
Railroad	15,000	15,750	750	5.00%				
Winterstown	42,240	44,350	2,110	5.00%				
SYCSD	62,568	144,320	81,752	130.66%				
SESD	-	144,320	144,320	100.00%				
Other	3,600	1,997	(1,603)	-44.53%				
Total Non-Member Contribution	123,408	350,737	227,329	184.21%				
Total Income	1,990,688	2,163,233	172,545	8.67%				Primarily SRO Contracts and Salary Increase

**Southern Regional Police Department
2019 Budget
Top Level Summary**

2019 Budget - Rev C 49 PPU's

Expenses	Jan - Dec 18	Jan - Dec 19	Dollar Change	% Change	% of Expenses	Notes
Salaries & Wages - Officers	1,062,419	1,190,817	128,398	12.09%	55.05%	Personnel Committee Placeholder 5.5%; OT based on 12 month avg under similar circumstances plus SRO OT; Includes Holiday Prem; Added 2 SRO Officers; Replace One Officer
Salaries & Wages - Admin	41,122	68,486	27,364	66.54%	3.17%	Admin proposed 3% raise, PT Admin position filled by Storeman
Payroll & Personnel Expenses	594,128	562,847	(31,281)	-5.27%	26.02%	WC Actual 2019 Premium plus Est for salary increases included; Health Ins Actual 2019 Rates; Unemployment Rate decreased.
Vehicle Expenses	62,228	67,380	5,152	8.28%	3.11%	Projected Fuel Increase. Due to aging fleet, major repairs can be expected to increase. Looking to help lower repair costs by updating fleet under capital expenditure plan.
Police Operating Expenses	62,132	80,224	18,092	29.12%	3.71%	Increase in Liability Insurance due to ongoing claims; SRO expenses (Covered by SRO Contracts); Body Armor for 3 Officers (Last year only 1)
Occupancy Expenses	51,090	51,340	250	0.49%	2.37%	No material changes; Slight rent increase for 2019
Administrative Expenses	94,439	80,139	(14,300)	-15.14%	3.70%	Primarily elimination of Attorney costs for Arbitration
Total Exp before Capital Outlay	1,967,558	2,101,233	133,675	6.79%	97.13%	

**Southern Regional Police Department
2019 Budget
Top Level Summary**

2019 Budget - Rev C 49 PPU's

Capital Outlay - Equipment	-	17,000	17,000	100.00%	0.79%	Placeholder for Body Cams
Capital Outlay - Vehicles	35,000	45,000	10,000	28.57%	2.08%	Propose keeping Explorer (No value on a Trade-in, No reuse of equipment) as a 2nd 4WD vehicle for Winter; Purchase a new AWD Charger.
Total Capital Outlay	35,000	62,000	27,000	77.14%	2.87%	
Total Expenses	2,002,558	2,163,233	160,675	8.02%	100.00%	
Budget Surplus / (Deficit)	(11,870)	-	11,870	-100.00%		Deficit is funded by transfers from Savings

PPU 3 Year Average Worksheet

	ACTUAL INCIDENTS		
	2016	2017	2018
Shrewsbury Borough	1454	1233	1360
New Freedom Borough	1277	1183	1197
Glen Rock Borough	612	662	647
Stewartstown Borough	872	686	670
Railroad Borough	99	83	111
Winterstown Borough	110	167	139
Southern School District	114	131	103
Southeastern School District	49		76
Out of Jurisdiction	137	100	97
	4724	4245	4400

	ACTUAL 3 YEAR AVERAGE		
	3 YR AVE	OOJ by %	3 YR W/ OOJ
	1,349	38	1387
	1,219	34	1253
	640	18	658
	743	21	764
	98		98
	139		139
	116		116
	42		42
	111		
			4456

	3 Year Est. 2016, 2017, Jan-Jun 2018 x 2
Shrewsbury Borough	1403
New Freedom Borough	1274
Glen Rock Borough	652
Stewartstown Borough	763
Railroad Borough	102
Winterstown Borough	146
Southern School District	126
Southeastern School District	30
Out of Jurisdiction	106

	3 Year Ave with 2016, 2017, Jan-Nov 2018 Actual and Dec Est.
	1398
	1273
	665
	773
	99
	140
	118
	42
	109

106 OOJ added to FT Members 109