

**Southern Police Commission  
Monthly Meeting  
November 5, 2014**

A public meeting of the Southern Police commission was held on Wednesday, November 5, 2014 at 7:00 p.m. at the New Freedom Borough Council Chambers, 49 East High Street, New Freedom PA 17349.

Members present: Chairman John Trout, Commissioner William Gemmill, Commissioner Peter Schnabel, Commissioner Jeff Halapin, Commissioner Richard Buchanan, Commissioner Brady Terrell, Commissioner Ann Merrick, Chief James Boddington, Alternate Roy Burkins and Solicitor Peter Ruth. Also in attendance for the meeting was Alternate Nate Kirschman.

**Pledge of Allegiance**

Chairman J. 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.

**No Public Comments**

**Approval of the October 1 and 21, 2014 Minutes**

Commissioner J. Halapin made a motion to approve the minutes as presented, seconded by Commissioner P. Schnabel. Motion carried.

**Review of Expenditures for October, 2014**

Commissioner R. Buchanan made a motion to approve checks 9350 through 9393, with monthly expenditures totaling \$217,661.13, seconded by Commissioner J. Halapin. Motion carried.

Commissioner R. Buchanan mentioned that legal fees are being accounted in two locations, 410.314 and 410.315.

**Chairman's Announcements**

Chairman J. Trout stated that the Police Department Administration is currently in transition. He reviewed the Stambaugh Ness Agreement which will provide an outsourced accounting service for the Police Commission. Specifically, Stambaugh Ness will work four to eight hours per week, \$65.00 per hour, for a total cost of \$13,000 to \$27,000 annually. Stambaugh Ness will process all checks but will not sign the checks. Commissioner J. Halapin made a motion to approve the agreement provided by Stambaugh Ness for outsourced accounting services, seconded by Commissioner B. Terrell. Motion carried.

Currently Chairman J. Trout, Commissioners J. Halapin and B. Terrell are authorized check signers. In an emergency, Chief J. Boddington may also sign checks. Commissioner P. Schnabel should also become an authorized check signer. Peoples

Bank provided a Corporate Authorization Resolution for the Police Commission to approve. Each of the following signers, Commissioners J. Halapin, B. Terrell, P. Schnabel, Chairman J. Trout, and Chief J. Boddington are granted the following Powers, two signatures required:

1. Exercise all of the powers listed in this resolution.
2. Open any deposit or share account(s) in the name of the Corporation (also known as Southern Police Commission).
3. Endorse checks and orders for the payment of money or otherwise withdraw or transfer funds on deposit with this Financial Institution, (also known as Peoples Bank).
4. Borrow money on behalf and in the name of the Corporation, sign, execute and deliver promissory notes or other evidences of indebtedness.
5. Endorse, assign, transfer, mortgage or pledge bills receivable, warehouse receipts, bills of lading, stocks, bonds, real estate or other property now owned or hereafter owned or acquired by the Corporation as security for sums borrowed, and to discount the same, unconditionally guarantee payment of all bills received, negotiated or discounted and to waive demand, presentment, protest, notice of protest and notice of non-payment.
6. Enter into a written lease for the purpose of renting, maintaining, accessing and terminating a Safe Deposit Box in this financial Institution.
7. Other.

Chairman J. Trout made a motion to approve the Peoples Bank Corporation Authorization Resolution, seconded by Commissioner P. Schnabel. Motion carried.

### **Police Chief's Report**

No monthly report was available for this month.

Chief Boddington reported that the Commission made a donation to the Red Cross for the Poconos Statewide search and received a thank you.

Chief Boddington reported that the Police Chief's Association discussed heroin overdoses throughout York County and a possible life saving drug, called Narcan. Narcan, if administered intravenously, can reverse the life threatening effects of a heroin overdose.

Chief Boddington reported Southern Police Department's involvement in breaking up a counterfeiting ring in New Freedom Borough.

### **COMMITTEE REPORTS**

#### **Insurance/Pension**

State Aid Pension checks have been received; \$2600.00 was paid from the General Fund to cover the remaining pension expenses.

### **Personnel – Civil Service**

Alternate Nate Kirschman stated that the Sergeant's examination was held on October 23, 2014 for five officers. Two of the five officers earned a score greater than 71%, an acceptable, passing score. These two officers will receive an oral review. Mr. Kirschman developed a list of questions, which were reviewed and approved by Chief J. Boddington for the oral review.

The next contract negotiations' meeting is scheduled on November 18, 2014.

### **Facilities and Equipment**

Although the Stewartstown Office has been cleaned out, there are still items that need to be removed from the building.

### **Review of Expenditures**

Commissioner R. Buchanan reminded the borough's to pay their first quarterly payment of the New Year no later than January 15.

### **Finance and Budget**

Commissioner R. Buchanan reviewed detailed income and expenses from January through October, 2014.

Chairman J. Trout presented a letter from Glen Rock Borough, stating they are not willing to pay more than \$250,000 for police services. Although the letter does not indicate that Glen Rock Borough is planning to withdraw, the Commission is concerned with Glen Rock Borough's future intentions.

### **No Issue Control and Tracking Document Available**

### **Solicitor's Report**

Solicitor Peter Ruth thanked several commissioners for their participation in Stock & Leader's Municipal 201 program.

### **Executive Session**

The Commission recessed to Executive Session at 8:12 p.m. to discuss personnel matters. The Commission meeting resumed at 9:13 p.m.

Chairman J. Trout announced receiving a letter of resignation from Officer Hilliard, effective November 5, 2014. Commissioner J. Halapin made a motion to accept Officer Hilliard's resignation from Southern Police Department as presented, seconded by Commissioner W. Gemmill. Motion carried.

Chairman J. Trout presented a letter of retirement from Patricia Miller, with an effective date of January 1, 2015. Commissioner R. Buchanan made a motion to accept the letter of retirement from Patricia Miller as presented, seconded by Commissioner J. Halapin. Motion carried.

Commissioner R. Buchanan made a motion to hire a part-time administrative staff employee, not to exceed 32 hours per week, seconded by Commissioner J. Halapin. Motion carried.

Commissioner R. Buchanan made a motion to authorize Chief Boddington to hire a police officer to replace Officer Hilliard, seconded by Alternate R. Burkins. Motion carried.

### **No Old Business**

### **New Business**

The Commission discussed appointing a Right to Know Officer. Commissioner P. Schnabel made a motion to designate Commissioner Ann Merrick as the Police Commission's Right to Know Officer, seconded by Commissioner J. Halapin. Motion carried.

The Commission discussed revisiting the acquisition of GPS Systems in all police cars to help provide more accountable information. Alternate N. Kirschman stated he would gather additional information regarding the associated costs for the GPS Systems. Commissioner B. Terrell made a motion to purchase GPS Systems for the police cars, but his motion did not receive a second. Commissioner B. Terrell withdrew his motion from the table.

### **Adjournment**

Commissioner J. Halapin moved to adjourn the meeting at 9:30 p.m., seconded by Commissioner B. Terrell. Motion carried.

Respectfully submitted and recorded by,

Ann Merrick  
Commission Member