



Evans City/Seven Fields Regional Police  
Meeting Minutes  
August 27, 2018 @ 5:15 p.m. (Seven Fields)

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Members Present: Kim Armstrong, Jen Sikora, Mike Baer, Dawn Servello, Dean Zinkhann, Tom Smith, Chief McCombs, and via phone conference call Lee Dyer and Solicitor, Matt Racunas.

Kim Armstrong made a motion to approve the July 9, 2018 meeting minutes as presented. Jen Sikora seconded the motion. Motion carried.

Jen Sikora made a motion to approve the payables (7/10-8/24/2018) as presented at this meeting. Kim Armstrong seconded the motion. Motion carried.

The Evans City Seven Fields Calls for service for July 2018 were reviewed by the Commission Members. Kim Armstrong commented that there was a noticeable difference in the totals for Evans City and Seven Fields. Jen Sikora stated that Seven Fields recently added a couple of stop signs so that has contributed to Seven Fields numbers being higher. There were no other comments on the Calls for Service.

Tom Smith presented the 2017 EC/SF Regional Police Department Audit Report. Tom stated that the department switched from Fundware to QuickBooks at the end of 2017 and that all the minor audit findings, regarding cash reconciliations, balance statements, and payroll have been addressed.

Tom Smith explained the EC/SF Regional Police Department Pension Plan Obligation Budget for 2019, prepared by Thomas J. Anderson and Associates, is used to earmark funds for the municipal pension plan obligation. The amount is based on the department's total annual payroll. The percentage that the department will have to obligate will receive aid from the State of PA in September 2018, but the department will need to earmark \$45,709. This will be resolution 2018-01. Kim Armstrong made a motion to approve the resolution. Jen Sikora seconded the motion. Motion carried.

Tom Smith explained that Lee Dyer from Evans City Borough council requested that the new copier for the Evans City police station be tabled until the next commission meeting in September 2018 when he will be in attendance. The agenda item was tabled.

Tom Smith presented the Letter of Resignation from Officer Trina Loesch effective 8/31/2018. She is resigning after 31 years of police work, to pursue other employment. Dean Zinkhann asked the difference between a resignation and a retirement. Matt Racunas explained that a retirement would infer that there are retirement benefits that she would be entitled to. A resignation is a willful leaving of the position without retirement benefits and would allow the officer to work elsewhere or return to work at the department at a later date. Matt Racunas stated that Officer Loesch is a part-time officer, and would not be entitled to any retirement benefits and the letter was just misworded. Kim Armstrong made a motion to accept Officer Loesch's resignation effective 8/31/2018. Jen Sikora seconded the motion. Motion passed.

Tom Smith summarized the draft EC/SF Regional Police Department Budget for 2019. There is a 4% increase in wages based on the Collective Bargaining Agreement entered into 1/1/2018. The budget includes the hiring of a 5<sup>th</sup> full-time police officer, as a result, the part-time officer line item will be reduced by 2080 hours. A lease for a 2018 Ford SUV has been included, and the 2014 vehicle is planning to be sold at auction before it starts losing value. A second license plate reader has been included. Lee Dyer asked if one plate reader would be on duty in both Evans City and Seven Fields each day. Tom Smith stated that is the plan. The budget also includes the purchase of two Toughbooks. Chief explained that the county's new Computer Aided Dispatch (CAD) system requires the upgrades. Kim Armstrong asked if there are government funds for the purchase of the three body cameras included on the budget. Tom Smith explained that grant dollars are scarce today. Jen Sikora asked Chief McCombs if he feels the body cameras are a necessity. Chief McCombs stated that the body cameras document exactly what occurs during an incident for any potential court cases. Tom Smith stated that any major purchases will be brought back to the commission for approval. Overall, there is a 4% increase for the 2019 budget. A legal ad for the budget will be run in September.

Lee Dyer asked if we have received radar speed data for Evans City Borough. Tom said that Evans City Borough Council will be provided with speed data for their next meeting. Chief McCombs said that there are some streets that residents have voiced concerns on, but public works will need to install speed limit signs near where radar collection of data will be placed. He will send Lee Dyer an email stating where the new signs should be placed.

Lee Dyer asked about the excess revenue from last year. Tom said he will provide a number for the excess revenue from 2017, and what the surplus is. After, the commission can have a discussion.

Kim Armstrong made a motion to adjourn to an executive session at 5:45 p.m. Mike Baer seconded the motion. Motion carried.

Kim Armstrong made a motion to adjourn the meeting at 5:53 pm. Jen Sikora seconded the motion. Motion carried.

Respectfully submitted,

Lori Brooks  
ECSF Regional PD Secretary