



Evans City/Seven Fields Regional Police
Commission Meeting Minutes
November 22, 2021 @ 5:15 p.m. (Seven Fields)

Members Present Dawn Servello, Dean Galitsis, Cheri Deener-Kohan, Dean Zinkhann, Michael Baer, Patty Tumminello-Murphy, Chief McCombs, Tom Smith, Regional Police Administrator, and Matt Racunas, Solicitor.

Dawn Servello made a motion to approve the September 27, 2021 meeting minutes as presented. Michael Baer seconded the motion. Motion carried.

Dean Galitsis presented the payables for 9/24-11/17/201. Patty Tumminello-Murphy questioned why the police department's secretary, Lori Brooks, was using her personal credit card to make department purchases. Ms. Brooks responded that the ECSF Regional Police department does not have a credit card, and due to time restraints when registering an officer for training class a payment by check would not have arrived by the due date so she used her credit card. Regional Police Administrator Smith said there is not a department credit card and we normally would have just had to cut a check. Patty Tumminello-Murphy and Dean Galitsis said an employee should not be using their credit card. Regional Police Administrator Smith stated possibly the officer could use their credit card for expenses that would later be reimbursed. Chief McCombs said he did not feel the officers would be willing to use their personal credit cards. Patty Tumminello-Murphy reiterated that the police department should have a credit card with a low spending limit. Regional Police Administrator Smith said it is something he can look into but has concerns that a department credit card may be abused. Dawn Servello made a motion to approve the payables (09/24-11/17/2021), as presented at this meeting. Michael Baer seconded the motion. Motion carried.

The Evans City Seven Fields Calls for Service for September and October 2021 were reviewed by the Commission Members. Chief McCombs noted that there have been higher crimes, such as the shooting in Evans City, that have tied up the officer's time. Dean Galitsis asked if we received support from other local police departments during the shooting incident in Evans City. Chief McCombs said that 4 agencies responded and we used the Cranberry Township Police station for the interrogations. Patty Tumminello-Murphy asked about some assault incidents that occurred in Evans City. Chief McCombs responded that they cannot discuss cases or an open investigation unless you are an officer or investigating agency under that jurisdiction. He will continue reaching out to the boroughs when there is a major event without releasing any intelligence.

Regional Police Administrator Smith requested a motion to accept the ECSF Regional Police Pension 2021 Minimum Municipal Obligation (MMO) and State Aid (\$53,873) which was deposited on September 28, 2021. Dawn Servello made a motion to accept the 2021 Pension MMO for \$53,873. Michael Baer seconded the motion. Motion carried.

Regional Police Administrator Smith presented Resolution 2021-03 which eliminates employees' contributions to the pension fund. He explained this standard authorization is done annually. Michael Baer made a motion to approve Resolution 2021-03. Patty Tumminello-Murphy seconded the motion. Motion carried.

Regional Police Administrator Smith presented the EC/SF Regional Police 3rd quarter budget analysis and fund balances. He explained that overall the budget expenses are under the targeted amount of 75%. Payroll liability is at 67% of the budget, with part-time salaries at 59% and full-time salaries at 58%. Automobile expenses are at 75% which includes the Ford 2018 annual payment

of \$8,016, fuel is at 52%, and vehicle maintenance is at 38%. Overall, we are at 65.2%, three-quarters of the way through the year.

Regional Police Administrator Smith reviewed the chart of 2022 Insurance Renewal rates (life, disability, property, general liability, worker's compensation, etc.). He explained that Selective insurance decreased by \$1,504, and overall the total rates for the insurance have increased by 5%. Regional Police Administrator requested approval of the 2022 insurance rates for MetLife, Selective, CW Howard, and Brickyard insurance companies. Dawn Servello made a motion to accept the insurance rates for 2022 from MetLife (\$9,413), Selective (\$17,544), CW Howard (\$20,636), and Brick Street (\$14,500) insurance companies at the rates provided. Michael Baer seconded the motion. Motion carried.

Regional Police Administrator Smith explained that as of the end of October 2021, the balance of the ECSF regional Police Department capital reserve budget is \$204,305.99. He requested a transfer from the capital reserve fund of \$35,917 to the 2022 ECSF Police general fund budget so as not to have to ask each municipality to cover the 4.36% budget increase over 2021. That would leave the Capital Reserve budget at \$168,388.99. Regional Police Administrator Smith stated that he previously mentioned sending money back (\$68,389 total) to each borough but still leaving the balance in the Capital Reserve fund at approximately \$100K. Based on the appropriation formula the ECSF Regional Police Department would credit in the 1st quarter of 2022 the Borough of Seven Fields \$42,065.38 and Evans City Borough \$26,323.62. Dawn Servello made a motion to accept the 1st quarter credits in 2022. Michael Baer seconded the motion. Motion carried.

Regional Police Administrator Smith requested approval of the 2022 EC/SF Regional Police Budget. The General Fund Budget is \$859,113, and the Capital Reserve Budget is \$58,710. This reflects no increase to either municipality since we are transferring \$35,917 from the capital reserve to balance the 2022 budget. He explained that the capital reserve budget items will still have to be approved before each item is bought. Cheri Deener-Kohan asked if the 2017 Ford patrol unit has been sold. Regional Police Administrator Smith explained the budget includes funds to purchase a new vehicle but the charter agreement ends in three years, and until we know if the charter agreement is being renewed we will wait to decide if we can move forward leasing a new vehicle. Mr. Smith stated does not want to sell a car and be down to three vehicles in the fleet unless the ECSF Police Commission wants to. Regional Police Administrator Smith state he does not think it is a good idea to get into a 4-year lease. Patty Tumminello-Murphy questioned this because she thought at the last police commission meeting it was said that the department was going to sell one car and lease a new one. Chief McCombs mentioned that we could also lease for 3 years. Regional Police Administrator Smith suggested the department could put the unmarked car that Chief McCombs takes home, back in the rotation. Chief McCombs responded that he does not take a vehicle home, and the unmarked car is already in the rotation. Dawn Servello asked if it was necessary to sell a car. Chief McCombs said in the past it cost the department \$6,000 - \$7,000 more per year in maintenance costs when we have kept an older vehicle. The annual lease payment for a new patrol unit is approximately \$8K. Regional Police Administrator Smith remarked since the charter agreement is ending in 3 years, and if the police department dissolves there will be an unfunded liability, and until that issue is completely resolved it is best to keep the money in the budget. Patty Tumminello-Murphy questioned again why this was not mentioned at the last meeting. Regional Police Administrator Smith responded that a lot of things from that time until now have changed. Cheri Deener-Kohan said she thinks a new car should be outfitted and ready for the road before we sell the 2017 Ford. Mr. Smith said we have not yet fulfilled the requirement of placing a legal ad for the sale of the 2017 Ford to prospective bidders. Chief McCombs said there are emails from Regional Police Administrator Smith to and from the taxi companies in Chicago and the taxi companies submitted bids even though the sale was not advertised. Matt Racunas, the Solicitor, said we cannot accept any type of bid before a legal advertisement is placed for the sale of the car or unless it is sold through a Municipal government transaction, such as Municibid.com.

Cheri Deener-Kohan asked when the municipalities have to make that decision if they are going to renew the Evans City Seven Fields Regional Police Charter Agreement. Regional Police Commissioner Smith said he believes it is in year 8, and he thinks per Cheri Deener-Kohan's request, he sent the Evans City Solicitor, Bonnie, a copy. Dawn Servello said we have been trying for 2 years to renew the charter agreement and it was supposed to go back to Evans City Council a few times to renew and we never hear back. Cheri Deener-Kohan said she does not recall getting any information regarding the Charter Agreement. Regional Police Administrator Smith said he talked to Bonnie, the Evans City Solicitor before she went on vacation and she said she would be back in touch, but that was 4-6 weeks ago. Cheri Deener-Kohan asked if anything needed changing in the Charter Agreement, such as, are we going to waive the requirement for another municipality to purchase ECSF Regional Police Services for 3 years before becoming part of the police commission, so we can get other districts to come on. She added, in seven years, we haven't gained a single prospective municipality to join the ECSF Regional Police Department and that is because we ask them to contract services for 3 years from us before they get the benefits. Regional Police Commissioner Smith said he felt she was dead on that is what was probably considered. Cheri Deener-Kohan asked Mr. Smith why in his position as Police Administrator this has not been addressed by taking it to the right people to make revisions to the Charter Agreement since the ECSF Regional Police department has not gained anything in 7 years. Dean Galitsis said the Charter Agreement is publicly available. Dawn Servello stated her understanding was when Cheri Deener-Kohan started on the Police Commission that one of the first things discussed was that Evans City wanted to get the Charter Agreement renewed. Regional Police Commissioner Smith asked if the 2022 budget could be passed. Dean Galitsis said these matters can be addressed later. Dean Zinkhann said at the last meeting it was stated that we were buying a new car and that is what brought this conversation on. Dawn Servello made a motion to pass the 2022 ECSF Regional Police Department budget. Cheri Deener-Kohan seconded the motion. Motion carried.

Regional Police Administrator Smith requested authorization for the placement of the legal advertisement for the 2022 EC/SF Police Commission Meeting dates and locations. He explained the meetings will alternate between Evans City and Seven Fields on the 3rd or 4th Monday of the month. Dean Zinkhann mentioned that we should have the police commission meeting on nights that there is not a borough meeting so there is enough time to discuss police business. Cheri Deener-Kohan made a motion to approve the placing of the legal advertisement for the 2022 Commission meeting dates and locations. Dean Zinkhann seconded the motion. Motion carried.

Regional Police Administrator Smith stated he was contacted by a consultant Deb Grass who is working with Evans City Borough on their Strategic Management Planning grant during which they will conduct reviews of the borough's departments. For the ECSF Regional Police Department to participate in the program, it needs to be approved by the ECSF Regional Police Commission through Resolution 2021-04. The Borough of Seven Fields approved this on 11/8/21, and after talking to Cheri Deener-Kohan the Evans City Borough council will be considering this at their December meeting. Cheri Deener-Kohan made a motion to approve Resolution 2021-04. Dawn Servello seconded the motion. Motion carried.

Chief McCombs informed the ECSF Regional Police Commission that Officer Abigail Evans resigned from her part-time position. She has been working full-time for the Jackson Township Police Department. Chief McCombs explained that the ECSF Regional Police Department now has five full-time officers and 3 part-time, noting that in 2016 there were 16 officers on the roster. Regional Police Administrator Smith said he spoke to a potential candidate and they should be applying this week. Dean Zinkhann asked if he can come to the police officer interviews. Regional Police Administrator Smith responded that previously Mayor Zinkhann has asked inappropriate questions, such as, if the applicant has any children. He explained we will keep the interview process how we do it now and he will not have Mayor Zinkhann at the interviews. Dean Zinkhann stated that they also used to participate in employee exit interviews, and maybe the officer who left

didn't like the department. Police Administrator Smith said Officer Evans left for a full-time job and therefore did not have an exit interview. Cheri Deener-Kohan said that they don't know what interview questions are being asked. Police Administrator Smith responded that when the department has had full-time interviews the commission members were at the interviews and that Chief McCombs and himself conduct the part-time interviews. They then bring the applicants in front of the ECSF Police Commission and they can ask questions. Dean Galitsis asked what the approval process is for applicants. Chief McCombs commented, to clarify the process, the part-time new hires come to the meetings just to be introduced to the Police Commission after the job offer is already made. The police commission votes on their hiring, after a job offer was made. Regional Police Administrator Smith added that the applicant must pass a psychological and medical exam before an employment offer is made. Matt Racunas, the Solicitor, added the structure for the interviews was set up before. Michael Baer asked Chief McCombs if he likes the way the interview process works. Chief responded that everyone will see it differently, and it is up to the commission to decide on the process, but he would restructure the questions to learn more about the people and not ask basic questions anyone would have to know if they graduated from the police academy. Patty Tumminello-Murphy requested that at the December meeting agenda that there be an executive session to recraft the questions for the interviews. Chief McCombs will email out the questions to everyone, including Matt Racunas, Solicitor.

Cheri Deener-Kohan also requested an executive session at the December meeting or beforehand. She requested documentation on when, how, and why Thomas Smith was appointed the ECSF Regional Police Department Police Administrator. She added that she was told she could not have an executive session this evening because she did not provide specific agenda items for the executive session. Dean Zinkhann noted that historically the executive sessions did not have specific agenda items. Matt Racunas, the Solicitor, stated that to have an executive session, the description does not have to be specific, people just need to know generally what will go on during the session. It does not have to list who it concerns or specific terms. Mr. Racunas said you can have an executive session at any meeting, and it does not have to be announced beforehand. You will need to make a motion and vote to add it to that meeting's agenda and then post a new agenda on the website. It will have to be noted in the meeting minutes that the executive session occurred. Mr. Racunas noted that you cannot vote to make changes in the executive session. The vote has to be done in an open meeting and also be added to the meeting agenda.

Cheri Deener-Kohan made a motion to adjourn the meeting at 6:40 pm. Dawn Servello seconded the motion. Motion carried.

Respectfully submitted,

Lori Brooks
ECSF Regional PD Secretary