



Evans City/Seven Fields Regional Police  
Meeting Minutes



October 15, 2018 @ 5:15 p.m. (Seven Fields)

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

Kim Armstrong made a motion to approve the September 17, 2018 meeting minutes as presented. Jen Sikora seconded the motion. Motion carried.

Jen Sikora made a motion to approve the payables (9/18-10/15/2018) as presented at this meeting. Kim Armstrong seconded the motion. Motion carried.

The Evans City Seven Fields Calls for Service for September 2018 were reviewed by the Commission Members. There were no comments on the Calls for Service.

Tom Smith presented the EC/SF Police Department medical insurance rates for 2019 provided by Municipal Benefits Services. The 2019 renewal rates have a 0% increase over the 2018 rates. Tom stated that the department has one officer who opts into the medical insurance. The other full-time officers opt-out with reimbursement. Jen Sikora made a motion to approve using Municipal Benefits Services for the officer's medical insurance in 2019. Lee Dyer seconded the motion. Motion carried.

Tom Smith reviewed the 2018 State Aid and Minimum Municipal Obligation (MMO) Pension letter from Thomas J. Anderson and Associates for the EC/SF Regional Police Department. He noted that the department did not receive the entire amount of anticipated State Aid (\$37,700) for the pension obligation. Tom said he reached out to Doug Werley at Thomas J. Anderson and Joe Yochim, a state auditor and was informed that the State Aid amount the department received (\$28,106) is based on investments and the market had dropped. He stated that the department is obligated to cover the difference of \$9,594. Tom also presented Resolution 2018-02 which approves the elimination of pension member contributions that must be authorized annually under Act 30. Jen Sikora made a motion to approve the MMO payment for the pension in the total amount of \$37,700 and to approve Resolution 2018-02. Lee Dyer seconded the motion. Motion carried.

Tom Smith requested that an advertisement for the open full-time officer position be posted. It is anticipated that interviews will start in November 2018 with a potential start date in January/February 2019. Kim Armstrong made a motion to advertise the hiring of a 5<sup>th</sup> full-time officer. Mike Baer seconded the motion. Motion carried.

Tom Smith presented the narrative and financial figures of the EC/SF Police Department 3<sup>rd</sup> Quarter Budget Analysis. He reviewed that revenue is at 76% and expenditures are at 73% and that there is no fear of running out of money. He described unforeseen expenses in 2018, such as the purchase of 4 vehicle laptops due to the Butler County 911 system upgrades, ADP fees, and the state pension aid received was lower than anticipated. Also, with both Chief McCombs and Sergeant Myers being out on medical leave for a time during 2018, it has caused the part-time officer's expense to be higher than what was budgeted for. Dawn Servello commented that there were unusual circumstances this year. Kim Armstrong noted that overall the budget is on

target. Tom requested formal authorization to transfer budget money between line items, \$9,954 from Police Training & conferences to Pension Contribution, and \$14,750 from wage lines that have a surplus into Part-Time Officer wages. Jen Sikora made a motion to approve the budget line item transfers. Kim Armstrong seconded the motion. Motion carried.

Tom Smith requested approval of the EC/SF Regional Police Department 2019 Budget. He noted that the budget has been presented to both the Seven Fields and Evans City municipalities at their monthly meetings. Kim Armstrong asked if there were any comments on the 2019 budget. There were no comments. Jen Sikora made a motion to approve the 2019 budget as presented. Kim Armstrong seconded the motion. Motion carried.

Tom Smith requested an adjournment to executive session for a personnel matter. Kim Armstrong made a motion to adjourn to an executive session at 5:35 p.m. Jen Sikora seconded the motion. Motion carried.

Executive session ended at 5:59 pm. The meeting was readjourned.

Shelley Natali, Evans City Borough Council Member, had some concerns she addressed to the Police Commission. Ms. Natali inquired about the number of training courses the officers have gone to, specifically ALICE (alert, lockdown, inform, counter, evacuate) active shooter training for a potential incident at one of the schools. Tom Smith responded that the superintendent of Seneca Valley and the Cranberry Township Police Department were contacted regarding the need to send EC/SF Regional Police Department to ALICE training. The response from both of them was that it was not necessary. Jennifer Sikora added that some other training requests were put on hold, due to short staffing issues due to officers being out on medical leave. Ms. Natali also expressed concerns about the short staffing issues at the department and wait time for 911 calls. Tom Smith the department is always actively looking to fill the part-time positions and is adding a 5<sup>th</sup> full-time officer in 2019. Chief McCombs stated that in emergencies if an officer is not immediately available the department can call neighboring communities whom they have a mutual aid agreement with for back up. Ms. Natali then addressed what she feels is a lack of community involvement from the officers. Lee Dyer disagreed saying he has seen the officers interact with the residents at local events such as the Evans City Oktoberfest and Car Cruise last month. Chief McCombs stated that tomorrow Officer Gillotty will be doing the kindergarten program at Evans City elementary school. Tom Smith noted that the officers were at all of the Food Truck nights in Seven Fields interacting with residents over the summer.

Jen Sikora made a motion to adjourn the meeting at 6:26 pm. Kim Armstrong seconded the motion. Motion carried.

Respectfully submitted,

Lori Brooks  
ECSF Regional PD Secretary