

MINUTES
LEBANON COUNTY REGIONAL POLICE COMMISSION
September 10, 2024

The September meeting of the Lebanon County Regional Police Commission was called to order at 6:30 PM by Chairman of the Commission Mike Wahmann at the North Lebanon Township Municipal Building located at 725 Kimmerlings Road, Lebanon PA. The Pledge of Allegiance was recited. The following Board members and Township staff were present:

Michael Wahmann-Chairman of the Commission
Gary Heisey-Vice Chairman of the Commission
Ronald Sell-Secretary/Treasurer of the Commission
Arden Snook, Sr.-Commission member
Richard Blouch, Jr.-Commission member
Justin Thompson-North Cornwall Township Manager
Tim Knight-Chief of Police, North Lebanon Township

Absent;

Lori Books-North Lebanon Township Manager

Also present were;

Paul Savini-Sgt., North Cornwall Township
Greg Behney-Det. Sgt, North Lebanon Township
Tiffany Knight-Recording Secretary
Several members of the public.

Approval of minutes from August 27, 2024 meeting

MOTION was made by Gary Heisey and seconded by Arden Snook to approve the minutes from August 27, 2024. Motion passed unanimously.

Old Business

Mike Wahmann discussed quotes from the various banks that were received by Peoples Security, First Citizens Community Bank and Jonestown Bank in Lebanon County. Everyone reviewed the proposals submitted by the banks.

MOTION was made by Ron Sell and seconded by Rick Blouch to award Peoples Security Bank as the bank for the Lebanon County Regional Police Commission. Motion passed unanimously.

Mike Wahmann reviewed the quotes received to create a new department website. Three quotes were received from the following entities: Crime Watch (\$3,971.76 with an onboarding fee of 1995.00, for a total of \$5,966.76), Fresh Creative (\$9,500.00), Power DMS (\$12,073.75) and Red X, \$4000-\$7000 with a monthly fee. Gary Heisey talked about Crime Watch and he feels it is the best way to go for Lebanon County Regional website.

MOTION was made by Gary Heisey and seconded by Ron Sell to go with Crime Watch for the Lebanon County Regional platform. Motion passed unanimously.

Mike Wahmann went over the quotes from several scheduling programs that included Pace Scheduler (\$2,240 with a onetime setup fee of \$500 was waived), Power DMS (Powertime) for \$7,006.25, Isolved (\$6,418.80 with

a onetime setup fee of \$1008), Hero Scheduler (\$4.00 per month per user) not to be considered based on limited information. Ron Sell commented that Pace scheduling would be the best choice.

MOTION was made by Ron Sell and seconded by Arden Snook to go with PACE scheduler. Motion carried unanimously.

Mike Wahmann reviewed the quotes received from interested payroll companies. He noted that when picking a payroll company, it had to work in conjunction with the scheduling software. At least one or more of the proposals did include that feature. The proposals are from Sunrise Paymasters (\$2,300), Kelly Benefits (one time implementation fee of \$250 and an annual fee of \$3,746.60), Professional Payroll (\$7,306) and Evolution Payroll Services (\$2,073.60). Gary Heisey suggested Sunrise Paymasters because they are local, and their price was reasonable with no setup fee. Mike Wahmann commented about them being located within North Lebanon Township.

MOTION was made by Gary Heisey and seconded by Ron Sell to accept payroll services from Sunrise Paymasters. Motion carried unanimously.

Mike Wahmann discussed the Treasurer's Bond, and the quotes received. Justin Thompson stated he received one quote from Hoaster Gebhard. The costs for \$1,000,000 bond is \$3,000.00 a year, \$500,000 bond is \$1,500 and \$250,000 bond is \$750. Justin will be getting a second quote from Zinn Insurance (North Cornwall currently uses). Gary Heisey asked who will be bonded. It was recommended that the Treasurer and the administrative assistant should be bonded. Mike Wahmann agreed the administrative assistant and the Treasurer should be bonded. Gary Heisey asked if the Commission should do a million-dollar bond and Mike Wahmann recommended a million-dollar bond should be done on each person. Manager Justin Thompson will have a finalized quote from Zinn Insurance for the next regional meeting. The only action that was taken on this subject was that the Treasurer and Administrative assistant should be bonded. This discussion was tabled.

Gary Heisey inquired about new badges and patches. Chief Knight said he did receive some quotes for both badges and patches. We received a quote from Badge and Wallet. Each officer would get a badge for their shirt/jacket, wallet and a Velcro/flexible badge for their vest. A single badge is roughly around \$168.50. Each officer would receive 2 badges, plus a flexible badge. Gary Heisey commented on the quote being less than was anticipated. He anticipates the badges to be close to \$500 per officer. Gary Heisey asked if they should put in a Motion to move ahead and order the badges because it takes 6-8 weeks to receive. It was discussed how payments would be made for the badges since there is nothing in the present budget for badges. Justin Thompson commented on start up equipment that will need down payments and how these will be split up amongst both townships. Chief Knight discussed grants that are available for startup costs for new regional departments, but these grants will not be awarded until sometime in 2025. The purchasing of badges and patches will be tabled until there is verification of payment for grant awards. Mike Wahmann wants a question asked to the people in charge of grants, if the townships purchase these items in 2024, will there be reimbursement? Chief Knight also provided a quote from Golden Rule Creations for 1,000 patches at \$1.17 each for a total of \$1,170.00. Chief Knight reviewed a quote from another company for patches at a cost of \$1,730.00 for 1000.

New Business

Mike Wahmann talked about hiring an administrative assistant. Discussions were had and the consensus is that they need to have the administrative assistant on board by November 2024. North Cornwall has agreed to hire the administrative assistant as a North Cornwall Township employee and will be paid by North Cornwall until the regional department begins in January. The new employee will then transfer to the Lebanon County Regional Police Commission at startup. Gary Heisey talked about reimbursement of said employee's salary to North Cornwall. This will be discussed later between the two townships. Both townships agree to have the employee start and train before the live date of the regional department.

MOTION was made by Ron Sell and seconded by Rick Blouch to authorize Chief Knight to advertise for the position of administrative assistant. Motion passed unanimously.

Mike Wahmann started discussions about advertising within the two police departments for promotions. Gary Heisey asked if there are certain requirements in the contract regarding these promotions. Chief Knight stated there are certain requirements for this. Chief Knight explained that promotions would become effective on the day the regional department begins operation. No motion is needed for Chief Knight to get this process started.

Mike Wahmann discussed police department buildings and asked Chief Knight to comment on how the two buildings will be utilized with staff. Chief Knight wants patrol to be at North Lebanon Township because there is a bigger locker room to accommodate the police officers. North Cornwall will be utilized as the sub-station and for administrative staff.

Mike Wahmann discussed the collective bargaining agreement. The contract covers five years, starting in 2025.

MOTION was made by Mike Wahmann and seconded by Ron Sell to adopt the Lebanon County Regional Department contract for the years 2025 through 2029. Motion passed unanimously.

The proposed preliminary budget was discussed among the Commission members, and it is believed they will stay within budget with each township contributing around \$2,216,754.08. For North Lebanon this will be a savings of about \$83,000 under the current 2024 budget. North Cornwall's budget generally rises between 3-5% for the police department but will only go up around 1% in 2025 due to the regionalization of both departments. The overall budget being proposed is \$5,052,310.00. The difference in the contribution of each department to the overall budget will be made up in revenues. This budget does not include any grant money. Any grant money received will be used towards the start up costs. Gary Heisey made a comment about getting the best prices on things like insurance costs and other items needed to get the regional department started and staying within and under budget. Justin Thompson added that within the next 30 days they will be getting closer to finalizing the budget. Mike Wahmann stated they are reviewing health insurance costs that could possibly have significant savings in the budget.

Chief of Police Report (Tim Knight)

Chief Knight stated that Sgt. Savini had officers form a committee to get pricing for vest carriers and other uniform items. Some officer's vests expire at different times so this committee is working on getting everyone uniformed similarly. Sgt. Savini will be working on grants with Tiff. We are also working on things that need to be accomplished, including policy. Sgt. Savini and Sgt. Behney and I all get together weekly to continue to work on various items that need to be completed.

Mike Wahmann reported that Sgt. Savini and Sgt. Behney will both be promoted to Lieutenant. Sgt. Behney will oversee the criminal investigations and Sgt. Savini will be the administrative Lieutenant for Lebanon County Regional Police Commission.

Comments from Commission Members

The Commission thanked Chief Knight, Sgt. Savini, Sgt. Behney, Justin Thompson and Lori Books for helping get things accomplished for the start of the regional department. Chief Knight also thanked the Commission for their time, dedication and hard work as well.

Public Comment

Mike Webster asked questions about the non-uniform staff, administrative assistant, and the interview process. Mike Wahmann explained the process to him.

Jim Cikovic asked Gary about the administrative assistant position and if he will be involved in the hiring process. Gary stated there will be Commission members involved with that decision. Jim also asked about DOT to which

he was told the Commission will address at a later time. Jim then asked about the current Sergeants and how they were promoted to Lieutenants and asked if they were already interviewed. Chief Knight answered that anything above the rank of Sergeant is not in the contract and is an appointed position. The final question for the Chief was how the relationship will be moving forward with the school police. Chief Knight answered that things will remain the same.

MOTION was made by Gary Heisey and seconded by Rick Blouch to adjourn. With no further business to discuss, the meeting was adjourned at 1925 hours.

Respectfully Submitted,

Tiffany Knight
Recording Secretary