

**BUFFALO VALLEY REGIONAL POLICE COMMISSION**  
**MINUTES**  
**December 11, 2019**

**Commission Members**

Chairman Matt Schumacher      Vice Chair Jack Malloy      Treasurer Char Gray  
Secretary Sue Mahon      Commissioner Judith T. Wagner

The regular scheduled meeting (No. 2019-12) of the Buffalo Valley Regional Police Commission was held in the meeting room at the BVRP Office at 1610 Industrial Boulevard, Suite 500. Present were Commissioners Gray, Mahon, Malloy, Schumacher and Wagner; Alternate Comas; Attorney Kerstetter; Chief Yost and Lisa Wolfe. Also present, Tina Prowant, Jim Buck, Jo Helwig, Kathy Morris, Officer Dan Baumwoll and Matt Farrand.

**CALL TO ORDER:** Chairman Schumacher called the meeting to order at 5:00pm, followed by the Pledge of Allegiance.

**PUBLIC PARTICIPATION:** Jim Buck questioned if any official action was taken after the Executive Session of last month's meeting.

**APPROVAL OF MINUTES:** A motion was made by Commissioner Wagner, seconded by Commissioner Mahon, to approve the minutes of the November 13, 2019 meeting. Motion was unanimously approved.

**REPORTS FROM COMMITTEES:**

a. Finance: (Gray)

Commissioner Gray reported a balance of \$215,207.86 as of November 30, 2019 and a balance of \$ 133,756.51 as of December 11, 2019 in the Operating Account, a balance of \$226,158.00 in the Reserve Account as of December 11, 2019 and a balance of \$5,575.98 in the Payroll Account as of December 11, 2019. A motion was made by Commissioner Mahon, seconded by Commissioner Wagner, to approve the Treasurer's Report and payment of bills. Motion was unanimously approved.

Commissioner Gray stated Lisa and I have rates from three banks. Commissioner Gray discussed the different rates. After some discussion, a motion was made by Commissioner Wagner, seconded by Vice Chair Malloy,

**ATTENDANCE**

**CALL TO ORDER**

**PUBLIC PARTICIPATION**

**APPROVAL OF MINUTES**

**REPORTS FROM COMMITTEES**

**Finance**

to move \$ 226,158.00 from the Buffalo Valley Regional Police Reserve Savings Account at M & T Bank to the Savings Account at Susquehanna Community Bank. Motion was unanimously approved.

Chief Yost discussed the 2020 Budget. A motion was made by Chairman Schumacher, seconded by Commissioner Mahon, to approve the 2020 Budget for \$ 2,653,923.00. Schumacher – Y, Malloy – Y, Gray – Y, Mahon – Y, Wagner – N. Motion passed with a 4-1 vote.

b. Pension: (Malloy)

Nothing new to report.

c. Labor Mangement: (Wagner)

Nothing new to report.

**CHIEF’S REPORT**

Chief Yost presented the November Monthly Report.

**CHAIRMAN’S REPORT**

Chairman Schumacher reviewed the 2020 Meeting Schedule. After some discussion, the Commission will hold the November Meeting on Thursday, November 12, 2020 due to Veterans Day on November 11, 2020.

**ATTORNEY KERSTETTER’S REPORT**

Attorney Kerstetter stated Resolution 2019-01 is a Resolution adopting the written procedures and how the professional services are chosen for the pension plan. Attorney Kerstetter stated we need this to compile with Act 44 of 2009 and the Auditor General’s recommendation. A motion was made by Commissioner Wagner, seconded by Commissioner Gray, to adopt Resolution 2019-01. Motion was unanimously approved.

Attorney Kerstetter stated Resolution 2019-02 is another Resolution for the Police Pension Plan. Attorney Kerstetter stated it was suggested that we adopt a Resolution that makes the Chief Administrative Officer of the Police Pension Plan the Administrative Assistant. A motion was made by Commissioner Gray, seconded by Vice Chair Malloy, to adopt Resolution 2019-02. Motion was

**Finance Cont’d**

**Pension**

**Labor  
Management**

**CHIEF’S REPORT**

**CHAIRMAN’S  
REPORT**

**ATTORNEY  
KERSTETTER’S  
REPORT**

unanimously approved.

Attorney Kerstetter stated Resolution 2019-03 is another Resolution for the Police Pension Plan in order to comply with Act 600 which eliminated the requirement of any of the participants in the plan from making any contributions to the plan. Resolution 2019-03 covers January 1, 2016 to December 31, 2018. The time period is at the request of the Auditor. A motion was made by Commissioner Wagner, seconded by Vice Chair Malloy, to adopt Resolution 2019-03. Motion was unanimously approved.

Attorney Kerstetter stated Resolution 2019-04 is the exact same Resolution as 2019-03 it just covers the time period between January 1, 2019 to December 31, 2020, which is the end of the contractual period. A motion was made by Commissioner Gray, seconded by Commissioner Mahon, to adopt Resolution 2019-04. Motion was unanimously approved.

Attorney Kerstetter stated he did take care of sending the responses to Council as was approved at the last meeting and sending the letter to Officer Lehman as well.

**UNFINISHED BUSINESS:**

Nothing to report

**EXECUTIVE SESSION:** Chairman Schumacher called for an Executive Session at 5:50pm for personnel matters.

Commission Members returned to the regular scheduled meeting at 6:17pm.

**NEW BUSINESS:**

A motion was made by Chairman Schumacher, seconded by Commissioner Mahon, to approve a 3.25% raise for Chief Yost to follow the Contract Guidelines. Motion was unanimously approved.

A motion was made by Vice Chair Malloy, seconded by Commissioner Wagner, that Lt. Hosterman's Contract remains as is with no raise. Motion was unanimous approved.

A motion was made by Chairman Schumacher, seconded by Commissioner Wagner, to approve a 3.25% raise and Retention Recognition of \$150/year for

**ATTORNEY  
KERSTETTER'S  
REPORT CONT'D**

**UNFINISHED  
BUSINESS**

**EXECUTIVE  
SESSION**

**NEW BUSINESS**

each year after 5 years of service for Lisa Wolfe. Motion was unanimously approved.

**ADJOURNMENT:** There being no further business, a motion was made by Chairman Schumacher, seconded by Vice Chair Malloy, to adjourn the meeting at 6:25pm. Motion was unanimously approved.

Respectfully submitted,

Lisa K. Wolfe  
Recording Secretary

**NEW BUSINESS  
CONT'D**

**ADJOURNMENT**