**BUFFALO VALLEY REGIONAL POLICE COMMISSION**

**MINUTES**

**April 10, 2024**

**Commission Members**

Chairman Jack Malloy Vice Chair Justin Madaus Treasurer Jamie Grobes

Secretary Janice Butler Commissioner Katie Evans Commissioner Kendy Alvarez

Alternate Jordi Comas Alternate Tom Zorn

**ATTENDANCE**

**CALL TO ORDER**

**PUBLIC PARTICIPATION**

**APPROVAL OF MINUTES**

**REPORTS FROM COMMITTEES**

**Finance**

**Pension**

The regular scheduled meeting (No. 2024-4) of the Buffalo Valley Regional Police Commission was held in the meeting room at the BVRP Office at 1610 Industrial Boulevard, Suite 500. Present: Commissioners Alvarez, Butler, Evans, Grobes, Madaus and Malloy; Alternate Zorn; Attorney Neidig; Chief Yost and Lisa Wolfe. Also present: Jo Helwig, Justin Strawser and Lauryn Longacre.

**ATTENDANCE**

**CALL TO ORDER**

**MINUTES OF MARCH 14, 2012 MEETING APPROVED**

**PUBLIC PARTICIPATION**

**REPORTS FROM COMMITTEES**

**Finance**

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

**PUBLIC PARTICIPATION:** None

**APPROVAL OF MINUTES:** A motion was made by Commissioner Butler, seconded by Commissioner Evans, to approve the minutes of the March 13, 2024 meeting. Motion was unanimously approved.

**REPORTS FROM COMMITTEES**:

1. Finance: (Grobes)

Commissioner Grobes reported a balance of $112,099.72 as of March 31, 2024 and a balance of $47,318.06 as of April 10, 2024 in the Operating Account. Commissioner Grobes reported a balance of $10,995.37 as of April 10, 2024 in the Payroll Account and a balance of $169,093.50 as of April 10, 2024 in the Reserve Savings Account. A motion was made by Vice Chair Madaus, seconded by Commissioner Alvarez, to approve the Treasurer’s Report and payment of bills. Motion was unanimously approved.

1. Pension: (Malloy) – Nothing new to report.
2. Planning: (Butler)

**Planning**

**CHIEF’S REPORT**

Commissioner Butler discussed the Chief of Police Job Advertisement and Job Description. A motion was made by Commissioner Butler, seconded by Commissioner Evans, to approve the Job Description and Advertisement for the new Chief as revised. Motion was unanimously approved.

Commissioner Butler discussed some discrepancies between the Civil Service Regulations and State Statutes regarding Civil Service Commission Quorum and qualifications for the Chief. Chief Yost will make modifications to the Civil Service Regulations then reissue the Policy.

Chief Yost talked to the Planning Committee about hiring a part-time assistant to fill in for Lisa when she is not available. Lisa will make a list of the things she is currently doing.

Commissioner Butler discussed officer attendance at the Planning Committee meetings. A motion was made by Commissioner Butler, seconded by Commissioner Grobes, to allow a Corporal or their delegate to attend the Planning Committee meeting. Motion was unanimously approved.

**CHIEF’S REPORT**

Chief Yost presented the March Monthly Report.

Chief Yost stated Chief Zettlemoyer saw we were going to buy 3 portable radios. Chief Zettlemoyer has 4 of the same portable radios we were going to buy and is willing to sell them to us for $2,400 per radio. Chief Yost stated we will be getting 4 radios for a little less than the price of three. The only difference is we will not have a warranty.

Chief Yost discussed retaining Officer Wirt for full-time employment. A motion was made by Chairman Malloy, seconded by Commissioner Grobes, to move Officer Cole Wirt to full-time non probationary status. Motion was unanimously approved.

**CHAIRMAN’S REPORT -** Chairman Malloy had nothing new to report.

**CHAIRMAN’S REPORT**

**ATTORNEY NEIDIG’S REPORT**

**UNFINISHED BUSINESS**

**NEW BUSINESS**

**EXECUTIVE SESSION**

**ADJOURNMENT**

**ATTORNEY NEIDIG’S REPORT -** Attorney Neidig had nothing new to report.

**UNFINISHED BUSINESS:**

Vice Chair Madaus discussed our current lease with Union County Housing Authority. Vice Chair Madaus stated he has received a few questions regarding why the Police Department doesn’t move to the East Buffalo Township Building. Vice Chair Madaus feels we need to do our due diligence in laying out why it does or doesn’t make sense to move to the East Buffalo Township Building. Chairman Malloy, Vice Chair Madaus, Chief Yost and Lisa will look at the EBT Building on April 24th.

**NEW BUSINESS**:

Chief Yost submitted his formal letter of retirement. His retirement will be February 28, 2025.

Commissioner Alvarez stated the Borough of Lewisburg no longer has an Animal Enforcement Officer. Wayne Hoover retired at the end of last year and therefore, this falls on the Police Department according to the Borough Ordinance.

**EXECUTIVE SESSION:** A motion was made by Commissioner Alvarez, seconded by Commissioner Evans, to recess the meeting for an Executive Session at 5:41pm regarding personnel issues.

Commission Members returned to the regular scheduled meeting at 6:35pm.

**ADJOURNMENT**: There being no further business Vice Chair Madaus adjourned the meeting at 6:35pm.

Respectfully submitted,

Lisa K. Wolfe

Recording Secretary