



## SOUTHERN CHESTER COUNTY REGIONAL POLICE DEPARTMENT

8934 GAP NEWPORT PIKE  
LANDENBERG, PA 19350  
610-268-2907



STEPHEN BLACK, COMMISSIONER CHAIRPERSON  
STEPHEN ALLABAND, COMMISSIONER  
MICHAEL LOFTUS, COMMISSIONER

CHIEF GERALD R. SIMPSON  
LT. JOSEPH F. GREENWALT  
SANDY LUTZ, SECRETARY

### **Public Safety Commission Meeting Agenda**

**January 14, 2021 at 7:30 pm – virtually on ZOOM:**

<https://us02web.zoom.us/j/84414455706?pwd=ZXdnMkdNUE0yVU82UGJtM1puSEpBUT09>

Meeting ID: 844 1445 5706

Passcode: 409481

1. CALL TO ORDER – **Chairman Loftus**
2. PLEDGE OF ALLEGIANCE – **Chairman Loftus**
  - a. Oath of Office Public Safety Commissioners – MDJ Matt Seavey
    - i. Commissioner Stephen Black
    - ii. Commissioner Stephen Allaband
    - iii. Commissioner Michael Loftus
    - iv. Appointment of Chairperson – Stephen Black
    - v. Appointment of Vice Chair – Stephen Allaband
3. Re-organization – **Chairman Black**
  - a. Appointment of the Regional Police Department Manager
    - i. Greg McCummings
  - b. Appointment of Secretary
    - i. Sandy Lutz
  - c. Appointment of Solicitor
    - i. Max O'Keefe – Lamb McErlane
  - d. Appointment of Auditor
    - i. Conrad Siegel
  - e. Establish Meeting Schedule for 2021
    - i. 2<sup>nd</sup> Thursday of every month.
    - ii. Executive Session: 6:30 pm (If needed)
    - iii. Meeting Time: 7:30 pm

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- iv. Location: Rotates each month, beginning in New Garden and ends in West Grove. Meetings will be conducted in a virtual environment through March, 2021.

4. ANNOUNCEMENTS – **Chairman Black**

5. PERSONS SCHEDULED TO APPEAR – **Chairman Black**

- a. ZOOM Audience
- b. Rev. Susan Worrell

6. UNFINISHED BUSINESS – **Chief Simpson**

- a. None

7. NEW BUSINESS – **Chief Simpson**

- a. Resolution #21-01 to transfer healthcare contract to Delaware Valley Health Trust
- b. Identify signatories on BB&T checking accounts

8. FUNCTIONAL AREA UPDATES

a. Executive Division – **Chief Simpson**

- i. Promotions – February 1, 2021
  - i. Lieutenant Jason Ward
  - ii. Corporal Stephen Madonna
  - iii. Ceremony - TBD
- ii. Department Reorganization – 2/1/2021
- iii. Citizens Advisory Board
- iv. Quest for the Best – 2021 Partnership
- v. 2020 Annual Report
  - i. Release date: January 29, 2021

b. Criminal Investigation Division – **Chief Simpson**

- i. No Report

c. Patrol Division – **Chief Simpson**

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- i. Staffing adjustments during Inauguration Week
- ii. Crisis Intervention Team – Pilot Program

**9. APPROVAL OF DISBURSEMENTS – Chief Simpson**

a. Finance Reports – 2020/2021

- i. Unpaid Invoice Report: PENDING
- ii. Paid Invoice Report: PENDING
- iii. 2021 General Fund %: PENDING

**10. REVENUE REPORT – Chief Simpson**

- a. December 2020 Revenue: PENDING
  - i. West Grove: PENDING
  - ii. New Garden: PENDING

**11. APPROVAL OF THE MINUTES – Chairman Black**

- a. December 10, 2020 – Regular Meeting

**12. GENERAL DISCUSSION – Commissioners**

**13. ADJOURNMENT – Chairman Black**

The Southern Chester County Regional Public Safety Commission Meeting is convened on the second Thursday of every month. The next regular and reorganizational meeting will be held on **February 11, 2021 at 7:30 pm** virtually on ZOOM; link to be provided at a later date.

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**SOUTHERN CHESTER COUNTY REGIONAL POLICE DEPARTMENT**

CHESTER COUNTY, PENNSYLVANIA

**RESOLUTION \_\_\_\_\_**

A RESOLUTION AUTHORIZING THE PARTICIPATION OF THE SOUTHERN CHESTER COUNTY REGIONAL POLICE DEPARTMENT IN THE DELAWARE VALLEY WORKERS' COMPENSATION TRUST IN ACCORDANCE WITH THE PENNSYLVANIA WORKERS' COMPENSATION ACT AND THE PENNSYLVANIA INTERGOVERNMENTAL COOPERATION LAW.

The Southern Chester County Regional Police Commission for the Southern Chester County Regional Police Department located in Chester County, Pennsylvania does hereby resolve as follows:

Section 1. That the Chairman of the Southern Chester County Regional Police Commission for the Southern Chester County Regional Police Department (hereinafter the "Department") is hereby authorized to execute the Delaware Valley Workers' Compensation Trust Intergovernmental Agreement (the "Trust Agreement") for the participation of the Department in the Delaware Valley Workers' Compensation Trust (the "Trust"), which Agreement is attached hereto as **Exhibit "A"** and is on file for inspection and review at the offices of the Department. The Trust Agreement may be amended after the adoption of this Resolution in accordance with the terms and conditions contained therein and to conform to any requirements imposed by the Commonwealth of Pennsylvania and any of its agencies, including the Department of Labor and Industry, Bureau of Workers' Compensation.

Section 2. That the participation of the Department in the Delaware Valley Workers' Compensation Trust is authorized for the purposes of enabling the Department to reduce the cost or workers' compensation claims through its participation in a group self-insurance fund. Participation in the Delaware Valley Workers' Compensation Trust is desirable for the health, safety and welfare of the people served by this Department.

Section 3. That the Department delegates to the Delaware Valley Workers' Compensation Trust the authority to pay workers' compensation benefits on its behalf in accordance with the Pennsylvania Workers' Compensation Act and the Pennsylvania Occupational Disease Act.

Section 4. That Commonwealth of Pennsylvania Department of Labor and Industry Bureau of Workers' Compensation has approved the issuance of a permit to the Delaware Valley Workers' Compensation Trust to operate as a group self-insurance fund subject to certain conditions.

Section 5. As an approved self-insurance fund, the Delaware Valley Workers' Compensation Trust will be responsible for the payment of workers' compensation claims on behalf of all Trust Participants.

Section 6. As set forth in the Trust Agreement and as otherwise stated herein, the following conditions, among others, apply to the participation of the Department in the Delaware Valley Workers' Compensation Trust:

- a) That the Trust shall consist of at least five homogeneous Trust Participants organized as local government agencies under Pennsylvania law;
- b) That each Trust Participant satisfies all eligibility and admission requirements for membership in the Trust.
- c) That each Trust Participant pledges and agrees to appropriate funds to pay all its annual contributions and assessments which are required for the creation of a Fund maintained at a level sufficient to pay all workers' compensation claims and related expense incurred by the Trust Participants;
- d) That each Trust Participant agrees to jointly and severally assume and discharge the workers' compensation liabilities of each and every other Trust Participant in accordance with the Trust Agreement when required to do so by the Department of Labor and Industry Bureau of Workers' Compensation;
- e) That each Trust Participant will institute any and all safety regulations, loss prevention measures or risk management procedures as may be required for the purpose of minimizing or eliminating work place risks to its employees;
- f) That each Trust Participant cooperate fully with the Trust's service and fiscal agents, attorneys, claims adjusters and any agents or employees of the Trust with respect to the investigation, defense and settlement of claims;
- g) That each Trust Participant designate a contact person to be responsible for all contacts with the Trust;
- h) That each Trust Participant provide any information to the Administrator/Executive Director or Board of Trustees as may be required to effect the purposes and objectives of the Trust; and
- i) That each Trust Participant comply with all applicable statutes and regulations governing the payment of workers' compensation claims, including, but not limited to, the Pennsylvania Workers' Compensation Act and any regulations promulgated thereunder.

Section 7. That the Department agrees to participate in the Delaware Valley Workers' Compensation Trust for a minimum period of two (2) years, subject to the terms and conditions of the Trust Agreement. After the expiration of that minimum two-year period, the Department may withdraw under the following conditions, among others, as provided in the Trust Agreement:

- a) An opinion is rendered by the Trust certified actuary that withdrawal will not result in the number of Participants falling below the minimum required to assure the fiscal and actuarial soundness of the Trust itself;
- b) That the withdrawing Participant is not then in default of its obligation to pay premiums, contributions or assessments;
- c) That the withdrawing Participant shall forfeit any and all of its rights to any dividends and Rate Stabilization Fund monies to which it may otherwise be entitled during the last year of the Participant's membership in the Trust and at all times thereafter.
- d) Upon effective date of withdrawal, or at any time thereafter, a Participant may be required to pay assessments as required by the Board of Trustees in accordance with the Trust Agreement and the By-Laws based on any deficits which were caused by any claims paid while that Participant was provided coverage by the Trust; and
- e) That the Board of Trustees shall have received a certification from the Trust actuary that the withdrawal of the Participant will not reduce the actuarial soundness of the Trust and, if any municipal debt has been incurred by the Participants to finance any portion of the Trust reserves, an opinion is obtained from bond counsel that such withdrawal will not adversely affect the tax-exempt status of any interest paid and any debt incurred by the Participants, or any legal entity created for the purpose of incurring such debt. As used herein, the term "debt" includes any municipal bonds, certificate, letters of credit or other instruments of municipal indebtedness.

Section 8. The organizational structure of the Trust shall consist of a Board of Trustees, an Administrator/Executive Director, a claims administrator/loss control consultant and various service agents appointed by the Board of Trustees in accordance with the Trust Agreement and any By-Laws adopted pursuant thereto.

Section 9. As set forth in the Trust Agreement, the funds required for the operation of the Trust shall be provided by the Trust Participants through annual appropriations.

Section 10. The Delaware Valley Workers' Compensation Trust is empowered to enter into contracts for policies of group insurance and employee benefits, including Social Security, for its employees.

Section 11. That the participation of the Department in the Delaware Valley Workers' Compensation Trust will be effective by **January 1, 2021**, as approved by the Board of Trustees.

Section 12. All contributions and assessments paid by the Department shall be made with funds appropriated by the Department for that purpose.

Section 13. As a condition of participating in the Delaware Valley Workers' Compensation Trust, the Department agrees to:

- a) Pay all annual contributions and assessments as may be required by the Board of Trustees;
- b) Appoint a representative to sit on the Board of Trustees and designate a contact person for the purpose of communicating with the Trust or its representatives;
- c) Not withdraw from the Trust for a period of two (2) years following its admission to the Trust, subject to the terms and conditions of the Trust Agreement;
- d) Withdraw from the Trust only upon satisfaction of the conditions set forth in the Trust Agreement;
- e) Perform all covenants contained in the Trust Agreement and delegate to the Board of Trustees the powers and authorities enumerated in that Agreement;
- f) Comply with all the conditions set forth in the Trust Agreement governing the handling and payment of claims, including the defense and settlement thereof;
- g) Appropriate the funds needed to pay all contributions and assessments as may be required by the Board of Trustees in accordance with the Trust Agreement; and
- h) Cooperate with the Trust, its agents or employees and provide the Trust with all information it needs for the operation of the Trust, including any underwriting or claims data which it may be requested by the Board of Trustees or their designee.

Section 14. This Resolution is being adopted pursuant to the Pennsylvania Intergovernmental Cooperation Law and the Pennsylvania Workers' Compensation Act.

Section 15. All other resolutions or any part thereof, insofar as they are inconsistent with this Resolution, are hereby repealed.

Duly presented and adopted by the Southern Chester County Regional Police Commission for the Southern Chester County Regional Police Department at a public meeting held on **December 21, 2020.**

By: \_\_\_\_\_  
J. Patrick Little, Chairman

I certify that the above Resolution was duly adopted by the Southern Chester County Regional Police Commission for the Southern Chester County Regional Police Department at a public meeting held on **December 21, 2020** at which a quorum of the Commission was present and voting, and further that the Resolution remains in full force and effect.

**Attest:** \_\_\_\_\_  
**Kathryn Parlier, Township Secretary**





**SOUTHERN CHESTER COUNTY REGIONAL POLICE DEPARTMENT**  
8934 GAP NEWPORT PIKE  
LANDENBERG, PA 19350  
610-268-2907



*MICHAEL LOFTUS, COMMISSION CHAIRPERSON*  
*STEPHEN BLACK, COMMISSIONER*  
*WILLIAM TEMME, COMMISSIONER*

*CHIEF GERALD R. SIMPSON*  
*LT. JOSEPH F. GREENWALT*  
*SANDY LUTZ, SECRETARY*

## **Public Safety Commissioners Meeting Minutes**

December 10, 2020 – via ZOOM

### **In attendance:**

Commissioner Stephen Black  
Commissioner William Temme  
Ramsey Reiner, Manager  
Mr. Stephen Allaband

Chief Gerald Simpson  
Sandy Lutz, Secretary  
Greg McCummings, Manager

1. **CALL TO ORDER – Vice Chair – Mayor Black**
2. **PLEDGE OF ALLEGIANCE – Vice Chair – Mayor Black**
3. **ANNOUNCEMENTS – Vice Chair – Mayor Black**
  - a. There were no announcements.
4. **PERSONS SCHEDULED TO APPEAR – Vice Chair – Mayor Black**
  - a. There was no one scheduled to appear - ZOOM Audience
5. **UNFINISHED BUSINESS – Chief Simpson**
  - a. 2021 Avondale Borough Contract – Motion to approve
    - i. There was a motion by Commissioner Temme and seconded by Commissioner Black with a unanimous vote to approve the 2021 Avondale Borough Contract.
6. **NEW BUSINESS – Chief Simpson**
  - a. Chief Simpson stated that he has reissued SO #20-01 – CV-19 Protocols
7. **FUNCTIONAL AREA UPDATES**
  - a. **Executive Division – Chief Simpson**
    - i. Operations Continuity/Temporary Transfers, January 4<sup>th</sup> – 31<sup>st</sup>, 2021. Per Chief Simpson, this has been postponed.

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- i. Cpl. Versagli – Lieutenant
    - ii. PFC O’Neill – Corporal
  - ii. Promotion Date – February 1, 2021
    - i. The exam will be held on 12/16 & 12/17
    - ii. Oral Boards will be on 1/6 & 1/7
  - iii. Quest for the Best – 2021 Partnership
    - i. Chief Simpson is meeting with them on 12/17.
- b. Criminal Investigation Division – **Chief Simpson**
  - i. No Report
- c. Patrol Division – **Chief Simpson**
  - i. No Report

**8. APPROVAL OF DISBURSEMENTS – Chief Simpson**

- a. Finance Reports
  - i. Unpaid Invoice Report
    - i. There was a motion by Commissioner Temme and seconded by Commissioner Black with a unanimous vote to pay the bills in the amount of \$112,135.46.
  - ii. Paid Invoice Report:
    - i. There was a motion by Commissioner Black and seconded by Commissioner Temme with a unanimous vote to accept the paid invoice report in the amount of \$0.
  - iii. General Fund Balance – Chief Simpson discussed the balance and that we are still under budget.

**9. REVENUE REPORT – Chief Simpson**

- a. November 2020 Revenue: **\$14,514.23**
  - i. West Grove: \$2,928.05
  - ii. New Garden: \$11,586.18

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**10. APPROVAL OF THE MINUTES – Vice Chair – Mayor Black**

**a. November 12, 2020 – Regular Meeting**

- i. There was a motion by Commissioner Temme and seconded by Commissioner Black, followed by a unanimous vote to approve the minutes from the November 10, 2020 Regular Meeting.**

**11. GENERAL DISCUSSION – Commissioners**

**a. Holiday Dinner or Luncheons – Chief Simpson**

**12. ADJOURNMENT – Commissioners**

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