



# Southern Clarion County Regional Police Department

SOUTHERN CLARION COUNTY  
REGIONAL POLICE DEPARTMENT

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## MEETING AGENDA - February 27, 2025

*Regular Meeting – 7:00pm @ Alltel/Windstream Building Lafayette Street, New Bethlehem.*

- Call to Order - Pledge / Prayer
- Public Comments – *Comments limited to 5 minutes pursuant to Section 710.1 of the Sunshine Act*
- Minutes from last meeting
  - SCCRPD intends to take action on approving the January 23, 2025 meeting minutes
- Chief’s Report
- Solicitor’s Report
- Treasurer’s Report
  - Profit & Loss Report as well as Review/Pay Bills
  - SCCRPD intends to take action on approving expenditures for equipment as needed.
- Old Business
  - a. Ratification of hiring Terry Colwell as SCCRPD Treasurer
  - b. East Brady approved SCCRPD hiring Susan Buechele temporarily in preparation for audit.
  - c. Ratification of ‘telephonic’ vote for hiring Robert Cornman as Constable.
  - d. Laptop provided by Tech Ready for Southern Clarion Police Association for new Treasurer Patty Anderson
  - e. Laptop provided by TechReady for Southern Clarion County Regional Police Department for new Treasurer, Terry Colwell
  - f. Meeting with Hawthorn council and letter of response.
  - g. Pension amendment to include overtime.
- New Business
  1. Proposals for street Cameras via NB Borough.
  2. Civil Service – Rule of Three
  3. Authorization of reimbursement to East Brady for Susan’s 28 hours
  4. Hiring of Lisa Ochs, CPA – Patton Financial Services based on an engagement letter to handle QuickBooks accounting, bill paying, monthly report preparation, payroll transfers and reconciliation of checking and payroll bank accounts at \$500/month, plus initial set up and corrections to existing 2024 and 2025 QB files in preparation for audit by Brooks & Rhoads.
  5. Approval moving QB online.
  6. Revised budget procedures and secretarial procedures, including:
  7. Indicating the source and item on every deposit slip with a check number
  8. Ensuring all deposits, invoices/bills, bank statements are emailed to the accountant or copied and delivered weekly.
  9. Budgeting for increased salaries.
  10. Approval of revised Standard Operating Procedures (SOPs)
  11. Move Officer Coyha Brown to part time and approve additional part time hires.
  12. Approve moving Officer Kelly to Full Time asap as he passes the Civil Service tests on March 8.
  13. Representative/Alternate – Agenda/Minutes
- Executive Session –
  - SCCRPD may enter an executive session to discuss Personnel Matters.
  - Adjournment
- Next meeting: To be held March 27, 2025, 7:00 pm at the Alltel/Windstream Building, 210 Lafayette St, New Bethlehem, PA.