

June 1, 2026

The regular meeting of the Montoursville Borough Council held in the John Dorin Municipal Building was called to order by Council President Dr. Kline at 7:00 PM with the following answering roll call: Tina Kline, Misty Emick, Donald Konkle, Mark Tillson, Marshall Winters, Donald Boyles and Mayor Swank.

The Pledge of Allegiance was observed.

The May 4th 2026, minutes were approved on a motion by Mrs. Emick, second by Mr. Boyles. The motion carried.

MONTOURSVILLE FIRE COMPANY— Fire Co. Chief, Mr. Jeff Hutchins, of Willing Hand Hose gave the May 2026 Fire and EMS reports. EMS totals were 95 calls, 49 within the borough and fire calls were 50, 19 of which were within the borough. He also reported that they are taking delivery of their new ambulance on Thursday and in response to Council President, Dr. Kline's question he responded that they have enough space for parking right now and usually have about three vehicles on the street.

VISITORS AND PUBLIC COMMENT FOR AGENDA ITEMS – Nothing at this time.

TREASURERS REPORT/BOROUGH BILLS – Motion by Mrs. Emick to approve the May 2026 Treasurer's report, second by Mr. Winters. The motion carried.

PLANNING & ZONING –Central Keystone COG Reports May 2026.

EMERGENCY MANAGEMENT COORDINATOR –Mr. JJ Magyar sent update via email as he could not be there in person, so Borough Manager Donna M. Taggart explained that the information he sent will be addressed during agenda items.

PUBLIC HEARING: COMMUNITY DEVELOPMENT BLOCK GRANT APPLICATION – FFY 2026 – SEDA-COG –Council President Dr. Kline recessed the Council meeting at 7:05PM and opened the Public Hearing. Ms. Larissa Hassinger -Project Coordinator at SEDA COG discussed and reviewed the CDBG Block Grant Application FFY 2026. Ms. Hassinger discussed the program's history and the anticipated allocation of \$101,621.00 for FFY 2026 with \$16,900.00 going towards project administration, leaving \$84,721.00 for FFY 2026. Ms. Hassinger reviewed and discussed eligible activities, the national objectives and fundability requirements, the County's Fair Housing Notice, the Anti-Displacement Plan, Section 504 Outreach and Section 3 Preference. She reviewed the application schedule stating project summaries are due June 30th, with project review occurring at the Borough Council meeting on July 6th and concluding with project finalization on October 30th, 2026. Ms. Hassinger then stated that projects currently underway in Montoursville are Curb Cuts and proceeded to open up the meeting for FFY 2026 project suggestions from first Council and then the public. Council Member, Mrs. Emick brought up slum and blight and the condition of the tennis courts and possible resurfacing of them. Ms. Hassinger then stated that she will investigate how to possibly get the court's resurfacing covered by the CDBG Block Grant. Borough Manager, Mrs. Donna Taggart, then stated that many projects are ruled out because people are not low to moderate income so sidewalks and many other projects do not qualify. Council President Dr. Kline then referenced double dipping due to the fact that the federal government, despite already having the information, require the Borough's resources to be spent, whether be it time, money, letters, surveys, etc. to determine low income eligibility for these projects which ultimately is a waste of resources because the people that do qualify don't fill out the paperwork, thus funding isn't granted, but either way that information is already logged within the government via federal income taxes. Borough Manager Donna Taggart explained that the Borough is set to move forward with phase V of the curb cuts using 2022, 2023 and 2024 funding and it's the 2025 funding that is still left outstanding, which could possibly be used for curb cuts but could also be redirected elsewhere if another project qualified. Ms. Hassinger did express that other communities with the same non-low income standing often use this money for their curb cuts as well, due to all

of the limitations. In response to a member of the public's question, it was made known that the Hackenburg property that was demolished does not qualify as blight.

At this time, Council President, Dr. Kline requested any other public comments. Hearing no further comments, she concluded the CDBG FFY 2026 Public Hearing and immediately reconvened the council meeting at 7:26P.M.

NEW BUSINESS –

PAYMENT APP #4 – 1.0 MG WATER STORAGE TANK RESERVOIR NO 4 (\$247,500.00) – Council President Dr. Kline presented Payment App #4 –1.0 MG Water Storage Tank Reservoir No 4 (\$247,500.00) for review. In response to Council Member, Mr. Winter's question, it was expressed that this is a scheduled/budgeted water project.

Motion by Mrs. Emick to approve Payment App #4 –1.0 MG Water Storage Tank Reservoir No 4 (\$247,500.00); second by Mr. Winters. The motion carried.

PAYMENT APP #5 – 1.0 MG WATER STORAGE TANK RESERVOIR NO 4 (\$ 98,055.00) – Council President Dr. Kline presented Payment App #5 –1.0 MG Water Storage Tank Reservoir No 4 (\$98,055.00) for review.

Motion by Mr. Konkle to approve Payment App #5 –1.0 MG Water Storage Tank Reservoir No 4 (\$98,055.00); second by Mr. Winters. The motion carried.

RIVER VALLEY TRANSIT 2023-2025 STATEMENT FOR PAYMENT (\$3,376.22) – Council President Dr. Kline presented River Valley Transit 2023-2025 Statement for Payment (\$3,376.22) for review.

Council Member, Mrs. Emick stated that we did not agree to pay this amount per the original agreement that was based on mileage and Council Member, Mr. Winters stated that he is against paying this difference as well. Borough Solicitor, Mr. Kenyon then explained/clarified that when RVT took over the original agreement, which was mileage not ridership based, it was not amended or revised, so therefore the original agreement remains in place. Thus, RVT must honor this agreement of \$18,000.00/yr and the Borough will not pay previous invoices over the \$18,000 agreed amount. He also stated that we are one of the few local communities to challenge the new local share match and that Mr. Winters did a great job locking Wal-Mart into an amount and hopefully Weis will be on board next paying the local share.

Motion by Mr. Boyles to approve River Valley Transit 2023-2025 Statement for Payment (\$3,376.22); second by Mr. Konkle. All are opposed.

WAL-MART (5yr) CONTRACT FOR RIVER VALLEY TRANSIT SHARE (\$12,500/YEAR) PENDING FINAL SOLICITOR APPROVAL– Council President Dr. Kline presented Wal-Mart (5yr) Contract for River Valley Transit Share (\$12,500/Year) Pending Final Solicitor Approval for review.

Council Member, Mrs. Emick questioned as to why the Borough had to get Wal-Mart to pay local share and Council Member Mr. Winters responded by stating that we did not have to get Wal-Mart to pay, but that RVT would not be able to go to Walmart for our local share due to not having the same authority as the Borough does. Discussion ensued about how calculations for local shares are determined and Council Member, Mr. Winters concluded by stating that we do not want to be "that community" that discontinues bus service at this time.

Motion by Mr. Winters to approve Wal-Mart (5yr) Contract for River Valley Transit Share (\$12,500/Year) Pending Final Solicitor Approval; second by Mr. Boyles. The motion carried.

RESOLUTION 2026-09 – AUTHORIZING THE BOROUGH MANAGER TO SELL VARIOUS ITEMS BY MEANS OF A PUBLIC ONLINE OR ELECTRONIC AUCTION – Council President Dr. Kline presented Resolution 2026-09 –Authorizing the Borough Manager to Sell Various Items by Means of a Public Online or Electronic Auction for review.

Borough Manager Donna Taggart stated/listed all items to be sold via the auction.

Motion by Mr. Winters to approve Resolution 2026-09 –Authorizing the Borough Manager to Sell Various Items by Means of a Public Online or Electronic Auction; second by Mrs. Emick. The motion carried.

DONATION – DYLAN SUSEWITZ - LITTLE LIBRARY BOX IN INDIAN PARK (in honor of his wife) –

motion to approve – Council President Dr. Kline presented Donation –Dylan Susewitz – Little Library Box in Indian Park (in honor of his wife) for review.

Borough Manager, Donna Taggart explained that Sarah Morgan, Borough Executive Assistant, will be working alongside Streets & Water Coordinator, Mr. Hoffman, in coordinating the little library donation and installation. Council Member, Mrs. Emick then expressed concerns about donation-related maintenance, to which Borough Manager, Donna Taggart, stated she would investigate.

Motion by Mr. Konkle to approve Donation –Dylan Susewitz – Little Library Box in Indian Park (in honor of his wife); second by Mrs. Emick. The motion carried.

SRO AGREEMENT & EXTENSION LETTER (to June 30, 2027)– motion to approve – Council President Dr.

Kline presented SRO Agreement & Extension Letter (to June 30, 2027) for review.

Borough Manager, Donna Taggart explained that Rate of Pay increase was calculated at the beginning of the year.

Motion by Mrs. Emick to approve SRO Agreement & Extension Letter (to June 30, 2027); second by Dr. Kline. The motion carried.

NON-RENEWAL OF 2025 WATER CONTRACT WITH OWENS PROFESSIONAL SOLUTIONS, LLC–

Council President Dr. Kline presented Non-Renewal of 2025 Water Contract with Owens Professional Solutions, LLC for review.

Borough Manager, Donna Taggart explained that at the most recent water committee meeting held at 6:15pm this evening, it was discussed how Mr. Owens will help Pat Bower, the Borough's newly licensed Water Operator, get trained in numerous areas, but especially in the reporting of SCADA system water numbers to appropriate agencies. She also stated that Mr. Owens will stay with the Borough in the capacity of a consultant and his company will cover weekends, holidays and dates upon request for the Borough.

Motion by Mr. Konkle to approve Non-Renewal of 2025 Water Contract with Owens Professional Solutions, LLC; second by Mr. Boyles. The motion carried.

AUTHORIZE JOSH OWENS (OWENS PROFESSIONAL SOLUTIONS, LLC) AS BOROUGH WATER OPERATOR CONSULTANT–

Council President Dr. Kline presented Authorize Josh Owens (Owens Professional Solutions, LLC) as Borough Water Operator Consultant for review.

Borough Manager, Donna Taggart, explained that this item just changes the Borough's relationship with Mr. Owens while keeping him involved with the Borough water operations.

Motion by Mr. Konkle to approve Authorize Josh Owens (Owens Professional Solutions, LLC) as Borough Water Operator Consultant; second by Dr. Kline. The motion carried.

AUTHORIZE THE SOLICITOR, ENGINEER, BOROUGH STAFF, PLANNING COMMISSION, PLANNING & ZONING COMMITTEE & ZONING OFFICIAL TO SET UP MEETINGS TO IDENTIFY NEEDED REVISIONS/CHANGES TO THE BOROUGH ZONING SIDEWALK & DRIVEWAY ORDINANCES

– Council President Dr. Kline presented Authorize the Solicitor, Engineer, Borough Staff, Planning Commission, Planning & Zoning Committee & Zoning Official to Set Up Meetings to Identify Needed Revisions/Changes to the Borough Zoning Sidewalk & Driveway Ordinances for review.

Discussion took place to explain the ordinances that need updated and clarify that this is just to set up meetings to identify needed changes starting with sidewalks, driveways, curbs and so on.

Motion by Mrs. Emick to approve Authorize the Solicitor, Engineer, Borough Staff, Planning Commission, Planning & Zoning Committee & Zoning Official to Set Up Meetings to Identify Needed Revisions/Changes to the Borough Zoning Sidewalk & Driveway; second by Dr. Kline. The motion carried.

MOTION TO REJECT ALL WELL 4 PUMP REPLACEMENT BIDS ON APRIL 2, 2026 – Council President Dr. Kline presented Motion to Reject All Well 4 Pump Replacement BIDS on April 2, 2026, for review.

Borough Manager, Donna Taggart explained that the Borough was not satisfied with the single Bid that came in at a cost significantly more than was expected, thus this project was suggested to be re-bid as per the water solicitor.

Motion by Mr. Boyles to approve Motion to Reject All Well 4 Pump Replacement BIDS on April 2, 2026; second by Mr. Konkle The motion carried.

AUTHORIZATION FOR TOM LEVINE TO ADVERTISE TO RE-BID FOR WELL 4 PUMP

REPLACEMENT– Council President Dr. Kline presented Authorization for Tom Levine to Advertise to Re-Bid for Well # Pump Replacement for review.

Council President Dr. Kline explained that the difference in rebidding the project is that more companies were contacted per Mr. Owens, Owens Professional Solutions, LLC, and Tom Levine, Water Solicitor.

Motion by Mr. Winters to approve Authorization for Tom Levine to Advertise to Re-Bid for Well # 4 Pump Replacement; second by Mr. Konkle. The motion carried.

APPOINTMENT OF GARRETT BAHR AS EMERGENCY MANAGEMENT COORDINATOR INTERN–

Council President Dr. Kline presented Appointment of Garrett Bahr as Emergency Management Coordinator Intern for review.

APPOINTMENT OF JOSEPH HOPPLE AS DEPUTY EMERGENCY MANAGEMENT COORDINATOR–

Council President Dr. Kline presented Appointment of Joseph Hopple as Deputy Emergency Management Coordinator for review.

APPOINTMENT OF NATHAN DURHAM AS DEPUTY EMERGENCY MANAGEMENT COORDINATOR –

Council President Dr. Kline presented Appointment of Nathan Durham as Deputy Emergency Management Coordinator for review.

Motion by Mr. Konkle to approve Appointment of Garrett Bahr as Emergency Management Coordinator Intern, Appointment of Joseph Hopple as Deputy Emergency Management Coordinator & Appointment of Nathan Durham as Deputy Emergency Management Coordinator; second by Mr. Boyles. The motions carried.

RECREATION – Council Member Mrs. Emick reviewed and explained Event permits 2026-14, 2026-15 & 2026-18. Council Member Mrs. Emick mentioned about possibly charging organizations that currently do not pay a fee for use of the park fields next year due to cost to maintain, including garbage, bathrooms, mowing, etc. Council President, Dr. Kline requested that a letter be sent out to some of these organizations notifying them that they will be required to pay some kind of fee next year for the use of the fields.

Motion by Mrs. Emick to approve Event Permits 2026-14, 2026-15 & 2026-18 as presented; second by Mr. Winters. The motions carried.

STREETS/WATER – Streets and Water Coordinator Mr. Hoffman explained that the borough/water guys are working to identify and fix leaks all over the Borough as well as getting ready to flush hydrants once again. He also stated that he has been in contact with the Borough Engineer, Todd Pysher, about the alley core samples and explained how that is going.

MAYOR – Mayor Swank discussed the issue of speeding on Broad Street and spending time with Chief Tobias to remedy the situation.

POLICE CHIEF – Police Chief Tobias reviewed the May 2026 police report. He then read off a prepared/extensive agenda (provided to council) and answered numerous questions from council members in relation to the needed reporting system, body cams, motor vehicle recorders, etc. (see attached statement/police agenda)

COUNCIL PERSONS – Nothing at this time.

SOLICITOR – Nothing at this time.

COUNCIL PRESIDENT – Council President Dr. Tina Kline shared about her experience at the PSAB Annual Conference and what she learned there.

PENDING MATTERS – Nothing at this time.

CORRESPONDENCE AND ANNOUNCEMENTS – The next Council meeting will be held Monday July 6th, 2026 @ 7:00PM. Executive session for Personnel & Legal to be held immediately following the council meeting without reconvening.

VISITOR AND PUBLIC COMMENTS – Nothing at this time.

There being no further business, the meeting was adjourned at 8:48 PM on a motion by Mr. Boyles; second by Mr. Konkle. The motion carried.

Respectfully submitted,

Donna M. Taggart, Borough Manager

AXON

Protecting Life.

Modernizing Public Safety Technology for Montoursville Borough

A Proposal Presented to the Montoursville Borough Council

Presented by Chief Robert Tobias · Axon Enterprise, Inc. · 2026

AXON

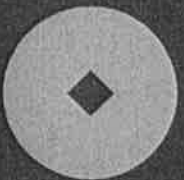
Who We Are

Axon is the global leader in connected public safety solutions — used by law enforcement agencies of all sizes across the country to protect officers and communities.



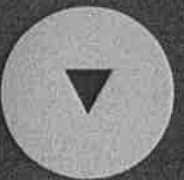
#1

Most Widely Adopted
Body Camera Nationwide



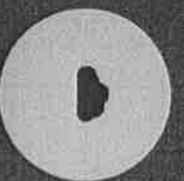
17,000+

Law Enforcement
Agencies Served



500K+

Body Cameras
Deployed Globally



1B+

Evidence Files Stored
on Evidence.com

Axon provides the full ecosystem — cameras, cloud evidence, AI tools, and support — all under one trusted platform.

AXON

Where Things Stand Today

Current Challenges Facing the Department



No-Functional Equipment

Body cameras are unreliable with manual activation issues. Old MV/Rs have no service or support available.



21 Hours Lost Per Pay Period

The evidence officer spends 2-3 hours daily on manual thumb drive downloads and video management.



Vulnerable Local Server

No documentation, basic security, and susceptible to physical damage — with no backup or recovery plan.



No Translation Capability

Recent incidents with foreign nationals exposed critical gaps — officers have no tool to communicate across language barriers.



Manual Evidence Tracking

Spreadsheet-based logging system with no automation, no audit trail, and no easy way to share cases with the DA.



Liability Without Documentation

Without proper evidence management, the Borough faces exposure to costly legal challenges and civil claims with no documentation to rely on.



No Camera Lifecycle Plan

Cameras are run until they fail with no replacement schedule — creating unpredictable costs, reliability risk, and difficulty managing the program.

AXON

The Proposed Solution

A Complete, Fully Integrated Platform

Everything included — hardware, software, installation, training, warranty, and future upgrades.

B4

Axon Body 4

Body-Worn Cameras

8 cameras for all officers. 12-14 hr battery, auto-upload to cloud, GPS, stealth mode.

F3

Axon Fleet 3

In-Car Camera System

4 vehicles with dual-view front, interior camera, and automatic video upload when returning to station.

LPR

Fleet LPR

License Plate Reader

Reads plates 3-5 lanes wide. Instant cross-check against NCIC, state hotlists & custom lists — accelerating investigations.

EC

Evidence.com

Cloud Evidence Management

Secure, unlimited cloud storage. Create cases, share with prosecutors. Full audit trail. No more thumb drives.

AI

Axon AI Assistant

AI Tools & Translation

Real-time translation in 57 languages. Policy management via Lexapol. AI-powered transcription.

>> Full hardware refresh included mid-contract — BWC and Fleet 3 cameras upgraded to the latest available Axon hardware, keeping the department modern and eliminating unplanned replacement costs.

✓ Installation Included ✓ Training Included ✓ Warranty Included ✓ Hardware Refreshes Included ✓ No Hidden Costs

AXON

Axon Body 4 — Officer Body Cameras

What Officers Will Carry

Every Montoursville officer will be equipped with an Axon Body 4
— the most advanced, reliable body camera available. America's
#1 choice for departments of all sizes.



12-14 hour battery life — covers any full shift



Automatic upload to cloud — no manual downloads, ever



Built-in GPS and LTE — locate cameras, track deployments



Stealth mode — disable lights & sounds for covert use



Hardware refresh included at year 2.5 — always current tech



Warranty covers full 5-year program

AB4

8 Cameras

Deployed Across the Entire Department

Includes 8-bay charging dock for the station

AXON

Axon Fleet 3 — In-Car Camera System

F3

4 Vehicles

All Patrol Vehicles Equipped

Dell Latitude MDTs • AT&T FirstNet

What Fleet 3 Does

Replaces the aging Watchguard MVRs with a modern, fully integrated in-car camera system that syncs automatically with body camera footage.



Dual-View + Interior Camera

Front-facing wide angle, secondary view, and rear seat interior camera capture every interaction.



Automatic Video Upload

When a vehicle returns to the station, footage uploads automatically — no manual steps needed.



License Plate Reader (ALPR)

Reads plates across 3-5 lanes. Cross-checks NCIC and state hotlists with instant alerts for officers.

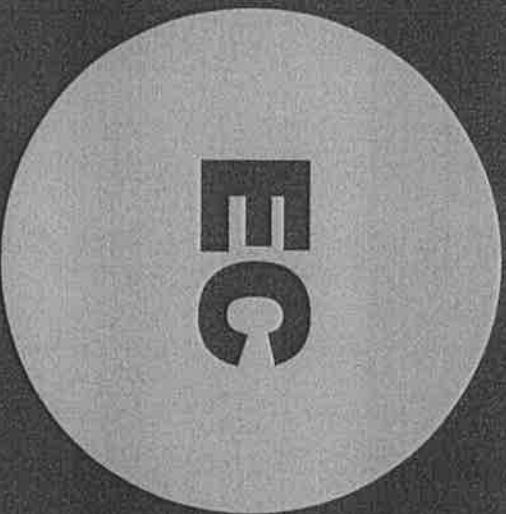


Hardware Refresh at Year 5

Fleet 3 camera kits replaced at year 5 — department never runs on outdated in-car video.

AXON

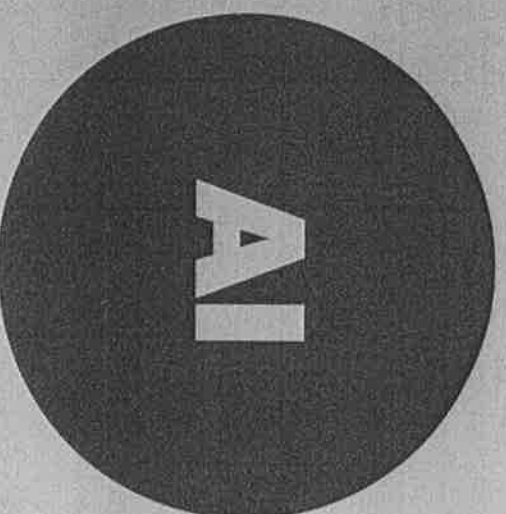
Evidence.com & AI Assistant



Evidence.com

Cloud Evidence Management

- ✓ Auto-upload — no thumb drives
- ✓ Unlimited secure cloud storage
- ✓ Share cases directly with the DA
- ✓ Full audit trail on every file
- ✓ Replaces vulnerable local server



Axon AI Assistant

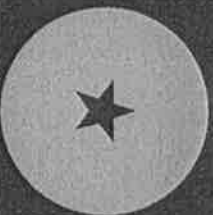
Translation & Intelligent Tools

- ✓ Real-time translation in 57 languages
- ✓ Expanding to 100+ languages soon
- ✓ Critical for foreign national incidents
- ✓ Lexapol policy management integration
- ✓ General knowledge & policy questions answered by BWC

AXON

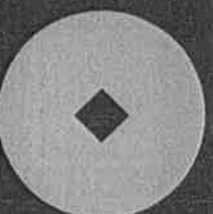
Why This Matters for Montoursville

Better Outcomes for Officers, the Department & the Community



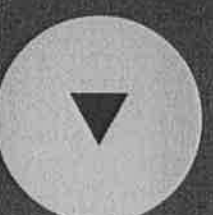
For Officers

- › Reliable equipment that works every shift
- › Automated workflows save 2–3 hours daily
- › Self-review footage before writing reports
- › Language tools for any situation
- › Modern tools that build confidence
- › Planned refresh cycle — reliable cameras at every stage, never aging out



For the Department

- › Full accountability and audit trails
- › Seamless evidence sharing with prosecutors
- › Eliminates local server risk and liability
- › Consistent, documented policy compliance
- › Planned refresh cycle — no surprise hardware costs or emergency procurement
- › Easy to manage: one contract & one platform, with hardware scheduled upgrade



For Montoursville Borough

- › Reduced liability exposure and legal risk
- › Transparent, trust-building policing
- › ALPR supports traffic enforcement mandate
- › Greater visibility of officers on patrol across all 4 vehicles
- › No emergency hardware budgets — camera refresh lifecycle planned and included
- › Sustainable 5-year plan with no surprise equipment costs

AXON

Evidence.com — The Platform Behind It All

One Platform. Every Device. Complete Accountability.

Evidence.com is not just cloud storage — it is the command center that connects every Axon device, manages all evidence, and provides full accountability across the entire department.

SIG

Axon Signal Technology

Automatic Camera Activation

- › T7 deployment auto-activates body cameras & Fleet 3 in nearby vehicles
- › Montoursville's existing TASER 7 contract enables this immediately
- › Fully configurable triggers — set to your department's needs
- › No manual activation in high-stress situations — footage is never missed

EC

Evidence.com Platform

Manage All Evidence in One Place

- › Body cam, in-car video, TASER data & 3rd party evidence — all in one system
- › Create and manage cases from initial incident to DA submission
- › Redact footage for FOIA requests — blur faces, license plates, bystanders
- › Share cases directly and securely with prosecutors — no discs or drives

AT

Full Audit Trail

Accountability from Start to Finish

- › Complete record of every TASER activation, arc test, and deployment
- › Camera usage log for every officer — when activated, deactivated, accessed
- › Tamper-proof chain of custody on every file — who viewed, edited, shared
- › Replaces vulnerable local server with secure, documented cloud backbone

AXON

Your Investment. Your Team. Your Timeline.

TOTAL INVESTMENT

\$102,010

Over a 60-month / 5-year contract term

Can be structured across any configuration of invoicing over the contract term — monthly, quarterly, or annually — to align with borough budget cycles.

YOUR DEDICATED SUPPORT TEAM

AR

Account Representative

Your go-to contact for proposals, renewals, and product questions.

CS

Customer Success Manager

Onboarding, adoption, and long-term program success.

TE

Technical Team Support

Hardware installs, troubleshooting, and on-site support.

Questions? Contact Evan Schwartz · eschwartz@axon.com · Axon Enterprise, Inc.



May 8, 2026

AXON BWC/MVR-RMS PROPOSAL

Prepared for:
Mayor and Borough Council

SUMMARY

This proposal outlines a solution designed to fund critical PD needs while recognizing budget challenges. Our approach leverages grants and shifting expenses for future budgets, innovative strategies, and a focus on the future to create a tailored plan that provides needed equipment and technology to provide stability to the department for years to come.

PROBLEM STATEMENT

Police work is expensive business no matter what the size of the department. Currently, our Report Management System (RMS) was last updated in 2020, and was put into service in the 90's. The department is running a server system that was put into service in 2011. If that server fails, all department data will be lost, and the officers will not be able to function. We have a brand-new server that cannot be used because the current RMS system is so old, new computers will not accept how it works. Addressing these issues requires a well-structured, strategic approach that ensures long-term success.

The other issue is the state of our Mobile Video Recorders (MVR), commonly referred to as dash cams and our body worn cameras (BWC). The MVR systems are old, and we have been advised they are no longer serviceable. When one goes down it will not be repairable. The BWC system is old and units are now failing.

Both systems require manual downloading onto thumb drives and storage of camera footage on our server. For court use, camera footage must be downloaded onto a thumb drive.

SOLUTION

Our solution is designed to enhance operations, increase efficiency, and improve overall performance. The department has access to \$15,000 from the budget, and we are awaiting final approval of a \$10,000 grant.

The Informant RMS system can be implemented at a cost of \$9,100 now to fully implement and use the system immediately. The remaining cost of \$14,000 for the software can be paid in next year's budget. These are all one-time costs.

Prepared by:
Chief Robert Tobias



The yearly cost for maintenance and support will be \$2,800, which is comparable to our yearly cost for our outdated RMS service.

AXON has given us a quote for an MVR and BWC system that I have attached. This is a five-year contract; however, AXON will allow us to pay \$10,223 this year, then \$18,300 for each of the following five years.

By implementing best practices and modern technology, we may optimize workflows, reduce costs, have a solid plan for future expenses and drive innovation.

OPPORTUNITY

With a total cost of \$19,323 this budget year, \$10,000 of which will come from grant money, the department will be better equipped to respond to the needs of the community. The Borough will not be continually surprised with expenditures that were not planned for and will reduce liability.

While expenses will be moved out into future budgets, we will all have time to plan for these expenses, and the department will begin to be prepared and well equipped in the future.



Special Projects Initiative

MONTOURSVILLE BOROUGH OF POLICE

Purpose

The purpose of the Special Projects Initiative is to proactively address criminal activity within the borough that cannot be effectively managed through the normal daily functions of patrol operations. The initiative is intended to provide the department with a structured and coordinated investigative framework while preserving the department's commitment to community-oriented patrol functions. Special projects shall adhere to Montoursville Police policy and procedure as well as state and federal law.

Mission Statement

The mission of the Special Projects Initiative is to enhance the department's ability to investigate and disrupt ongoing criminal activity through coordinated, proactive, and intelligence-driven policing strategies. The initiative is intended to improve public safety through organized investigations while maximizing available manpower and minimizing unnecessary overtime expenditures.

Scope of Investigations

Special Projects may include, but are not limited to:

- Drug houses and narcotics investigations
- Fraudulent businesses or financial crimes
- Vehicle theft investigations and theft rings
- Repeat offenders or organized criminal activity
- Quality-of-life crimes impacting the community
- Criminal investigations requiring long-term surveillance or intelligence gathering

Projects should generally involve criminal activity requiring extended investigative efforts beyond standard patrol response. Projects shall be prioritized according to the threat posed to public safety while remaining flexible enough to address immediate or emerging threats.

Organization and Oversight

The Special Projects Initiative shall operate under the Criminal Investigative Unit and be overseen by the Chief of Police.

- Each project shall have a designated lead investigator.
- Lead investigators may be appointed by the Chief of Police or volunteered for by interested officers.

- The lead investigator shall coordinate operational planning, case management, and investigative updates.
- The initiative is intended to involve participation from the entire department.

Department-Wide Participation

All officers may contribute to Special Projects through lawful investigative actions including:

- Surveillance operations
- Traffic stops and field interviews
- Suspect identification and intelligence gathering
- Documentation and report writing
- Collection and sharing of criminal intelligence
- Coordination with neighboring agencies when appropriate

A centralized project log sheet shall be maintained in order to document investigative actions, officer contributions, and case developments.

Investigative Procedures

Upon initiation of a Special Project:

- A county case number shall be requested.
- The lead investigator shall prepare an operational order outlining investigative objectives and priorities.
- An intelligence file may be maintained under the supervision of the intelligence officer.
- Officers shall lawfully gather intelligence and evidence until probable cause exists for enforcement action.
- All investigative activities shall comply with department policy, applicable law, and supervisory approval requirements.

Specialized Operations and Resources

Special Projects may involve investigative functions outside standard patrol duties, including:

- Plain clothes surveillance operations
- Use of confidential informants or sources
- Coordination with outside law enforcement agencies
- Requesting specialized equipment or technical resources
- Utilization of drones or surveillance technology through interagency assistance

A supervisor or Chief of Police shall give final approval for these additional resource requests.

Reporting and Accountability

To ensure accountability and operational continuity:

- Lead investigators shall provide bi-weekly updates to the Chief of Police.
- Investigative progress and operational needs shall be documented.
- Case management and intelligence files shall remain organized and current.

- Investigative responsibilities should be distributed throughout normal shift operations when practical.
- The initiative should minimize unnecessary overtime while preserving patrol coverage.

Conclusion

The Special Projects Initiative provides the department with a practical and scalable investigative framework capable of addressing ongoing criminal activity without requiring the creation of a full-time investigative unit. Through coordinated investigative efforts, intelligence sharing, and department-wide participation, the initiative strengthens the department's ability to proactively address complex criminal activity while maintaining effective community patrol operations.