

CENTRAL BUCKS REGIONAL POLICE COMMISSION

Minutes

May 27, 2015

The monthly meeting of the Central Bucks Regional Police Commission was called to order by Chairman Ron Strouse at 7:30 PM. All Commission members were present. Also present were Chief James Donnelly, Lt. Pat Penecale, Mr. David Sander, and Caroline Brinker.

APPROVAL OF MINUTES: A motion was made by Mr. Ansinn to approve the meeting minutes of April 27, 2015; seconded by Mr. Holewinski. Motion approved.

FINANCE:

Financial Reports – Chief Donnelly provided Expenditure and Profit/Loss Reports to the Commission. Expenses are reasonable at approximately 25% of the budget at the end of the fifth month. The Department is doing well with overtime expenses and have saved approximately \$56,000 due to the 12-hour shift schedule. Chief Donnelly will be providing the Commission, by the next meeting, with an analysis of the 12-hour shift schedule outlining advantages and deficits. The analysis should prove to be a tool for obtaining possible new solutions to scheduling with an additional police department joining the Department. Mr. Strouse inquired if the overtime savings were consistent month to month. Chief Donnelly stated the last two pay periods show an increase in overtime; however, that is due to officers taking vacation time and the lack of a fully staffed part-time officer staff. Lt. Pat Penecale is in the process of doing background checks for six potential candidates with the intention of hiring three new part-time officers. The additional staff will reduce overtime further.

Payroll Services – The Finance Committee reviewed Complete Payroll's proposal to process paychecks for CBRPD. The monthly cost is \$171 per month with a \$200 startup fee. Doylestown Borough has been using Complete Payroll for the past six months with no issues. The current payroll services charged \$526 per month. A motion was made by Mr. Strouse to use Complete Payroll services and cancel the current payroll service; seconded by Mr. Ansinn. Motion approved.

Resolution 2015-03 – A Resolution of the Central Bucks Regional Police Commission Designating the Chief of Police as the Chief Administrative Officer for the Commission's Police Pension Plan. The Finance Committee has recommended the Commission approve Resolution 2015-03. A motion was made by Mr. Macklem to approve Resolution 2015-3; seconded by Mr. Ansinn. Motion approved.

Resolution 2015-04 – A Resolution of the Central Bucks Regional Police Commission Designating the Chief of Police as the Chief Administrative Officer for the Commission's Non-Uniformed Employees' Pension Plan. The Finance Committee has recommended the Commission approve Resolution 2015-04. A motion was made by Mr. Ansinn to approve Resolution 2015-04; seconded by Mr. Holewinski. Motion approved.

Resolution 2015-05 – A Resolution of the Central Bucks Regional Police Commission for the VantageCare Retirement Health Savings Plan Amendment for Definition of Spouse. The Finance Committee has recommended the Commission approve Resolution 2015-05. A motion was made by Mr. Holewinski to approve Resolution 2015-05; seconded by Ms. Kelemen. Motion approved.

Grant Update – Chief Donnelly reported the PLCB has placed CBRPD on a recommended approval list for

the Underage/Dangerous Drinking Grant which is targeted to begin July 2015. The grant funds a total of \$40,000 over two years with \$5,000 in kind services for each year. Activities would include marked/unmarked patrol cars, uniformed officers, plain-clothed officers, and bike patrols.

Chief Donnelly introduced another grant program CBRPD is exploring from COPS in the amount of \$50,000. This grant will provide for a collaboration effort between police, bar owners, late-night eateries, Doylestown Hospital, and Delaware Valley University. The benefits of the collaboration will benefit bar owners in particular by reducing assaults, disorderly conducts, property damage, and the hiring of bouncers in excess. Chief Donnelly explained if the grant does not get approved, the Department will continue to pursue this collaboration to promote better quality of life in the jurisdiction.

POLICE ACTIVITY: Police Activity Report for the month of April, 2015 was submitted. Noted were reportable accidents at an average of six per month; higher than last year. Also noted were Burglaries at the same rate as last year.

NEW BUSINESS:

Union Joint Request for Certification – This item has been tabled until next month.

Policy Review – Three police policies were reviewed as described below:

Directive 4.12.1 Uniform Crime Reporting - This policy directs compliance with mandatory reporting to the Pennsylvania State Police of crime information for the use of the Pennsylvania Crime Reporting System. Mr. O’Brien suggested the policy be amended as follows: Page 2, B3 should read “contiguous” vs. “continuous.” A motion was made by Mr. Ansinn to amend Page 2 B3 to read “contiguous” vs. “continuous”; seconded by Mr. O’Brien. Motion approved. A motion was made by Mr. Ansinn to approve Directive 4.12.1 as amended; seconded by Mr. O’Brien. Motion approved.

Directive 1.8.2 Sexual and Unlawful Harassment – This policy is in place to create a work environment free from any type of harassment and outlines procedures on how to address and rectify allegations of harassment by a Department employee. A motion was made by Mr. O’Brien to amend Page 2 B1 to read “he/she may contact” vs “he/she could contact”; seconded by Mr. Holewinski. Motion approved. A motion was made by Mr. Holewinski to approve Directive 1.8.2 as amended; seconded by Mr. Ron Strouse.

Directive 1.8.3 Bias-Based Policing – This policy defines and educates members of the Department as to what constitutes bias-based policing and to prevent the targeting of or improper conduct toward individuals based on any type of bias. A motion was made by Mr. O’Brien to amend Page 2 C3 should read “forwarded through the Chain of Command to the Chief of Police” vs. “forwarded to the Lieutenant and the Chief of Police” ; seconded by Ms. Kelemen. Motion approved. A motion was made by Ms. Kelemen to approve Directive 1.8.3 as amended; seconded by Mr. Ansinn. Motion approved.

OLD BUSINESS:

Body Cameras – A total of five body cameras will be purchased through grants (DVIT- 3 cameras; PLCB – 2 cameras). Chief Donnelly has recommended using WatchGuard body cameras as part of the pilot program with the understanding that the vendor may change in the future. Chief Donnelly ensured a policy will be drafted and presented to the Commission for approval prior to the use of body cameras.

OTHER: Chalfont Borough will be hosting a Police Regionalization public meeting at Delaware Valley University Life Science Auditorium on June 17, 2015 at 7:00 PM.

PUBLIC COMMENT: None.

EXECUTIVE SESSION: None.

ADJOURNMENT: A motion was made by Mr. Macklem to adjourn at 8:04 PM; seconded by Mr. Ansinn.

Respectfully submitted,

James Donnelly
Chief of Police