

CENTRAL BUCKS REGIONAL POLICE COMMISSION

Minutes

August 24, 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 except Ms. Robyne Kelemen. Also present were Lt. Pat Penecale, Mr. David Sander, and Ms. Caroline Brinker.

APPROVAL OF MINUTES: Mr. David Holewinski recommended a change to the meeting minutes under Executive Session to replace “they would not reconvene” with “no action would be taken.” A motion was made by Mr. Det Ansinn to approve the meeting minutes of July 27, 2015, as amended; seconded by Mr. William Macklem. Motion approved.

FINANCE: The financial reports were reviewed by the Commission. Lt. Pat Penecale highlighted July YTD expenditures totaling \$292,424.45 with YTD total of 2,023,868.83 representing 55.25% of the Budget. The Commission inquired about expenditures that have exceeded budget. Lt. Penecale addressed these items as follows: Administrative Support costs at 98% primarily represent the Finance Director’s fees; Longevity at for Office Staff at 86.96% and Officers at 79.03% represent contractual obligation related to years of service, this item will not exceed budget and is paid on the anniversary of employment; Postage at 86.13%, Ms. Brinker explained the postage machine is loaded twice a year and this should not exceed budget; Repairs/Maintenance, Ms. Brinker explained this represents a maintenance contract that is paid early in the year for the entire year; and, Uniforms Part Time at 133% consist of unforeseen expenditures relating to hiring two new part time officers and a ballistic vest purchase.

Budget 2016 – The Budget for 2016 was presented to the Commission. Mr. Strouse explained the Budget was a first draft, which includes Doylestown, New Britain, and Chalfont. The Intergovernmental Agreement has not been executed as of yet, therefore, it would be inappropriate to recommend its approval. Additionally, as outlined in Chief Donnelly’s memo to the Commission, although the Finance Committee has reviewed the “first draft” Budget, it is not ready for approval. The Budget requires refinement as insurance costs and negotiated salary need to be obtained. In an effort to adhere to the existing Intergovernmental Agreement timeline; a motion was made by Mr. Det Ansinn to forward the “first draft” Budget 2016 to the respective Borough Councils for their review without approval; seconded by Mr. Holewinski. Motion approved.

Capital Budget Request – The Commission received a memo from Chief Donnelly regarding Capital Budget requests for 2016. Mr. Holewinski inquired about a new vehicle being requested as he was under the impression with Chalfont joining the Department, additional cars would be obtained. Lt. Penecale stated Chalfont would be bringing two patrol vehicles and the Chief’s vehicle; however, given the number of cars and the increased jurisdictional footprint, one new vehicle is still needed. He further explained that the request was for one vehicle replacement and not for all the vehicles that need replacing. Mr. Bill Macklem inquired about computer upgrades. Lt. Penecale explained the Department has a plan to upgrade older or obsolete computers each year in an effort to keep technologically current. Additionally, he stated there a large number of computers including administrative staff, detective staff,

patrol staff, and in-vehicle computers. The in-vehicle computers take additional abuse with the vibration of the vehicles use 24/7. Additionally, Chief Donnelly's memo stated additional monies may be requested for training in 2016. A motion was made by Mr. Holewinski to attached the Capital Budget Request memo to the "first draft" Budget 2016 and forward to the respective Boroughs for their review; seconded by Mr. Ansinn. Motion approved.

Finance Committee – Mr. Strouse reported the Finance Committee met on August 12, 2015 to discuss the pension plan. The Committee decided to reduce the long-term interest rate from 8% to 7-1/2% and the salary scale from 5% to 4-1/2% with updates to the mortality table. Additionally, the Committee recommended Ms. Julie Davis be appointed to the Finance Committee as its newest member. Ms. Davis is exceedingly well-qualified with a CPA and over twenty years-experience in accounting, audit, and tax matters. Ms. Davis also meets the requirements of a Committee member as she is not a member of Borough Council. A motion was made by Mr. Ansinn to approve Ms. Julie Davis as a Finance Committee member; seconded by Mr. Holewinski. Motion approved.

POLICE ACTIVITY: Lt. Penecale reported July incidents for Doylestown totaled 1,088; New Britain 453; Reportable Accidents Doylestown 9, New Britain 0; Part I Crimes Doylestown 15, New Britain 4; and, Part II Crimes Doylestown 37, New Britain 4.

NEW BUSINESS: None.

OLD BUSINESS: Policy Review – Two police policies were reviewed as described below:

Directive 1.10.1, 1.10.2, 1.10.3, 1.10.5, 10.1.6 Training – The purpose of this policy is to provide current professional training seminars and schools to its members. This training provides for a more professional Department by keeping abreast of new innovative ideas and procedures in police practices. A motion was made by Mr. Macklem to approve Directive 1.10.1, 1.10.2, 1.10.3, 1.10.5, 10.1.6 Training; seconded by Mr. Ansinn. Motion approved.

Directive 2.1.6 Report Writing – The purpose of this policy is to provide a permanent written record which communicates important facts to be used in the future. A well written report communicates and reflects positively on the competency and professionalism of the report writer and the entire Department. A motion was made by Mr. Holewinski to approve Directive 2.1.6 Report Writing; seconded by Mr. Ansinn. Motion approved.

Mr. Jack O'Brien inquired about Alert in the Report Writing Directive. Lt. Penecale explained Alert is a records management system to record written incidents. Additionally, Alert has the ability to compile

statistical data, as well as interacting with the crime map software. Mr. Strouse asked if other records management systems were used throughout the County. Lt. Penecale state the County had purchased an \$8 million Visonaire system with the idea of it being used countywide; however, the system was rejected. Chalfont Borough also uses Alert which will make the merging of records a seamless process.

EXECUTIVE SESSION: None.

PUBLIC COMMENT: None.

ADJOURNMENT: A motion was made by Mr. Macklem to adjourn at 7:49 PM; seconded by Mr. Ansinn. Motion approved.

Respectfully submitted,

Pat Penecale
Lieutenant