

CENTRAL BUCKS REGIONAL POLICE COMMISSION
Minutes
January 28, 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. John Davis, and Ms. Barbara Merlie for Mr. David Sander. Mr. Strouse led the Pledge of Allegiance.

APPROVAL OF MINUTES: A motion was made by Mr. Bill Macklem to approve the meeting minutes of December 22, 2014; seconded by Mr. Det Ansinn. Motion approved.

FINANCE REPORT:

Cash Reserve – Chief Donnelly reviewed his memo to the Commission regarding earmarking excess funds from 2014 for a cash reserve account. He further explained cash reserve accounts are typically 5-15% of a budget; however, CBRPD is requesting under 3% for 2015. CBRPD ended 2014 with approximately \$30,000 savings and reviewed the outstanding accounts receivable to be collecting for police services rendered in 2014 totaling approximately \$54,000. Chief Donnelly explained the actual number would be confirmed once the 2014 audit was complete. Members discussed the valid points of maintaining a cash reserve account which include insulation against unexpected issues, creating guidelines for the cash reserve (i.e. maintain at under 5%; if over 5%, would be returned to the individual Boroughs). The cash reserve would never be used for capital expenditures; however, all agreed it is not good business practice to begin at zero in January of each year. The Commission agreed to send the issue to the Finance Committee for evaluation.

Auditor's Contract – A motion was made by Mr. Ansinn to approve the Auditor's Contract from Maillie; seconded by Mr. David Holewinski. Mr. John Davis requested CBRPD keep track of auditors activity relating to on site days, time, and number of people.

Finance Committee – It was determined the Finance Committee would meet the third Thursday of each month at 4:30 PM; with the understanding that if no agenda is set, the Committee would not meet. Univest has requested to meet once a quarter with the Finance Committee. The first meeting of the Finance Committee will take place on February 19, 2015. Meetings will be advertised for the year. Final members of the committee have not be solidified at this time. A third member with Accounting/Finance experience, who is not on the Commission and is a Borough resident, needs to be appointed.

POLICE ACTIVITY: Chief Donnelly reviewed the police activity for 2014 including total incidents, reportable accidents, Part I and Part II crimes, traffic enforcements, etc.

NEW BUSINESS:

PLCB Grant – Chief Donnelly requested the Commission approve CBRPD's application to PLCB for a 2-year grant to combat underage/dangerous drinking. If awarded the grant, PLCB would provide \$39,364 in funding, match in kind by CBRPD over two years would be \$9,842. This would include the purchase of two body cameras. A motion to approve application to PLCB for Underage/Dangerous Drinking grant was made by Mr. Ansinn; seconded by Ms. Robyne Kelemen. Motion approved.

Body Cameras – CBRPD has been interviewing different vendors for the purchase of body camera. Funding would come from PLCB (2 cameras) and DVIT (3 cameras). Additional funding would be incorporated in the existing Municipal grant. After vendor interviews are completed, Chief Donnelly will submit a written report to the Commission for their review.

OLD BUSINESS:

Town Hall Meeting – The meeting is scheduled for February 25, 2015 at 7:30 PM at the Life Science Building Auditorium on the Delaware Valley College campus. Topics to be covered include crime statistics, productivity, budget, new police facility and looking forward. Chief Donnelly reported the meeting is being advertised on police and Borough websites, as well as letters/flyers being mailed to police departments and Boroughs/Townships within the Central Bucks region. Mr. Strouse reported he contacted the President of Delaware Valley College to invite their criminal justice students to attend. Mr. Holewinski requested the presentation be available for both Borough websites after the Town Hall meeting is held.

New Police Facility – Mr. Davis has been working with Mr. Joe Phelps on the facility presentation which focuses on the details of the facility and whether needs have been met, why a new facility is needed, site selection process, and status of PennDot site. Additionally, Mr. Davis has been meeting with Heritage Conservancy on a memo of understanding which would allow the Borough to move forward and possibly present an opportunity for some funding. Heritage Conservancy would occupy approximately 2,000 sf of the new facility, away from the police department, and come from space to be occupied by Doylestown Borough. Mr. Davis also expressed the ability for the flexibility of the space to hold additional police departments in the future, if needed.

Alternate Commission Member – Mr. Strouse introduced Ms. Nancy Schuyler, the newly appointed Alternate Commission Member for New Britain Borough.

Professional Services – The Commission considered a proposal from Caroline Brinker, Doylestown Borough Finance Director, for professional services relating to finance activities for CBRPD. The proposal includes oversight and assistance for budget preparation, DVIT activities, audit, pension, monthly finance reports, and payroll, etc. The cost proposed is \$18,000 per year, which is not currently budgeted. The Commission discussed the possibility in the future to hire a bookkeeper and/or finance director; however, currently this proposal may bear merit and will be sent to the Finance Committee for evaluation. Mr. Davis reported the hourly expense spent on these tasks for 2014 totaled \$3,500 for assistance in various financial areas. Mr. Davis suggested another option to hire a part time bookkeeper for 20-25 hours per week at \$15/hr. The current audit will be constructive and include direction for internal checks and balances.

Uniform Pension – Mr. Davis, Chief Donnelly and Ms. Brinker met with the pension advisors who are preparing a new pension document for Commission approval. The document will be forwarded to the Solicitor for review followed by presentation to the Commission next month.

PUBLIC COMMENT: None.

EXECUTIVE SESSION: None

ADJOURNMENT: A motion was made by Mr. Macklem to adjourn at 8:07 PM; seconded by Mr. Holewinski. Motion approved.

Respectfully submitted,

James Donnelly
Chief of Police