

1 WESTTOWN-EAST GOSHEN POLICE DEPARTMENT
2 POLICE COMMISSION MEETING
3 January 21, 2016
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6 In attendance were Chair Charles Proctor, Vice-Chair Mike Di Domenico, Chief of Police Brenda
7 Bernot, Business Manager Kathy Brill, Westtown Township Manager Rob Pingar, East Goshen
8 Township Manager Rick Smith and Thornbury Township Manager Judy Lizza. Also present was
9 resident Dave Molnar. Commissioner Jim Benoit was not in attendance.

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11 **Call to Order**

12 Mr. Proctor called the January 21, 2016 Westtown-East Goshen Police Commission Meeting to
13 order and led the Pledge of Allegiance.
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15 **Moment of Silence**

16 Mr. Proctor asked for a moment of silence to honor our first responders, police, fire, ambulance as well
17 as our troops, home and abroad, and particularly those who have given the ultimate sacrifice.
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19 **Reorganization of the Police Commission**

20 It was noted by Mr. Proctor and confirmed by Mr. Smith and Mr. Pingar that Mr. Benoit was
21 approved and confirmed as the At-large member of the Commission by the Boards of Westtown
22 Township and East Goshen Township. Mr. Proctor called for nominations for Chair of the 2016
23 Police Commission.
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25 **Mr. Di Domenico nominated Mr. Proctor as Chair; the nomination was**
26 **seconded by Mr. Proctor. All were in favor. Mr. Proctor was unanimously**
27 **approved as Chair of the Police Commission for 2016.**
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29 Mr. Proctor called for nominations for the Vice-Chair of the 2016 Police Commission.
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31 **Mr. Proctor nominated Mr. Di Domenico as Vice-Chair; the nomination was**
32 **seconded by Mr. Di Domenico. All were in favor. Mr. Di Domenico was**
33 **unanimously approved as Vice-Chair of the Police Commission for 2016.**
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35 **Dates for Monthly Commission Meetings**

36 Mr. Proctor led a discussion with the Commission members on the best day and time for monthly
37 meetings in 2016 that fit into everyone's schedule. Due to some conflicts, it was agreed by the
38 Commission to schedule the February meeting for February 18, 2016 at 7:30 AM and future
39 meetings to be scheduled month by month thereafter.
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41 **Approval of Minutes**

42 Mr. Proctor called for any corrections, questions, or comments on the December 17, 2015 minutes.
43 Mr. Di Domenico abstained since he was not present at the meeting. Mr. Smith noted that Mr.
44 Di Domenico was still allowed to vote on the approval of the minutes. There were no other
45 comments by the Commission. Mr. Proctor called for a motion.
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47 **Mr. Di Domenico motioned to approve the December 17, 2015 minutes as presented.**
48 **Mr. Proctor seconded the motion.**
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52 Mr. Proctor called for any public discussion.

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55 **There was no public comment or questions. All were in favor. The motion was**
56 **unanimously approved.**

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58 **Chairman's Report**

59 Mr. Proctor had no specific report but inquired of Chief Bernot what the designated 'Safe Zone'
60 parking spaces were outside the building. Chief Bernot explained that these are parking spots for
61 people exchanging merchandise, i.e. people who are selling or buying things on Internet sites such
62 as Craig's List. She noted the spots are in view of the outside camera so if there is a problem during
63 the transaction there is recorded video. Also there is a 911 button nearby on the outside wall. She
64 further explained that during hours when the lobby is open, that too is an available option to
65 conduct exchanges. Mr. Di Domenico and Mr. Pingar noted they had actually witnessed an
66 exchange in the past week and Mr. Pingar noted he received a compliment, from someone who had
67 used the 'Safe Zone, on what a great service this is to offer. Ms. Brill noted that people in domestic
68 situations have also used the 'Safe Zone' as a place for exchanging children. She added this
69 concept was originated through our Safety Committee and it cost nothing to provide the service.

70
71 **Review of Approved Bills**

72 Mr. Proctor stated the bills for December 1, 2015, December 16, 2015 and December 31, 2015 were
73 paid after approval was received from Mr. Smith and Mr. Pingar. Mr. Smith noted that today
74 authorization was given to Ms. Brill to send a check to purchase four vehicles.

75
76 **Township Roundtable**

77 Thornbury Township: Ms. Lizza had nothing to report.

78 Westtown Township: Mr. Pingar asked if Chief Bernot would be providing an update on the
79 written exams for full time positions; Chief Bernot stated she would provide the information.
80 He also asked Chief Bernot if the two details scheduled in December for commercial vehicle
81 enforcement occurred. Chief Bernot responded they did occur and there also was a detail in East
82 Goshen on December 31, 2015. Mr. Pingar then asked Ms. Brill why the vehicle maintenance was
83 so high. Ms. Brill explained that after talking with the vehicle maintenance officers, she was told it
84 was mostly because the last few years all four new cars did not go to patrol. She added that this
85 year all four new cars will be going to patrol so there should be a lot less maintenance.

86 Mr. Di Domenico had nothing to report.

87 East Goshen Township: Mr. Smith and Mr. Proctor had nothing to report.

88
89 **Chief Bernot – Complimentary Letters and Complaints/Issues**

90 Chief Bernot noted the email regarding complimentary letter will be sent out in the future when time
91 permits. She updated the three complaints from last month. The complaint filed about an officer
92 being rude and condescending during a traffic stop was found to be not sustained as no definitive
93 inappropriate interaction between the officer and the individual was found. The complaint filed by a
94 woman that an officer overreacted by inappropriately conducting a felony car stop was referred over
95 to the Chester County Detectives at the woman's request. The same day it was referred over to the
96 County Detectives they contacted the woman who said she couldn't be bothered before
97 Thanksgiving and she would get back to them. Subsequently, the detectives have called her
98 multiple times and she has not returned their calls. As a result of this Chief Bernot stated she closed

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this complaint as unfounded based on her review of the MVR and report, which clearly indicated there was probable cause to conduct a felony car stop. She added the officer conducted the stop exactly as trained and nothing inappropriate was indicated. The internal complaint against an officer for failing to follow policy is still under investigation. Additionally, there are two new complaints this month, which are pending. The first involves off duty conduct unbecoming an officer relative to social media. The second complaint is about an officer failing to properly perform his duties, which Chief Bernot will discuss in further detail with the Commission in Executive Session. There were no questions.

Old Business

Accreditation Update

Chief Bernot reported that on December 30th and 31st the required evidence audit was conducted. She noted this was the first time ever in the history of the Department that an evidence audit was conducted. She stated the audit went very well and there were only minor administrative issues to be corrected due to a glitch with some of the software. This should be completed by the end of the week. Chief Bernot would like to schedule the mock assessment for the first of February and try to schedule the formal assessment either at the end of February or the beginning of March.

There was no additional Old Business discussed.

New Business

DROP Application

Lt/Detective William Cahill signed up for the DROP on January 13, 2016. The paperwork was completed and forwarded to Anderson & Associates and INR. The application was presented to the Commission for the record.

Resolution 2016-01: Disposition of Records

Ms. Brill explained that this is a resolution to dispose of old files and records according to the Schedules and Procedures of the Municipal Records Manual, which is done every year in January.

Mr. Proctor motioned to approve to follow the Schedules and Procedures for Disposition of Records as set forth in the Municipal Records Manual approved on July 16, 1993. Mr. Di Domenico seconded the motion.

Mr. Proctor called for any public discussion.

There was no public comment or questions. All were in favor. The motion was unanimously approved.

Correspondence from Anderson & Associates

Ms. Brill referred to a letter received by Anderson & Associates, which she emailed previously to the Township Managers, regarding the option to change from the currently used GASB 67 to GASB 68. Mr. Di Domenico asked what GASB stands for. Mr. Smith replied ‘General Accounting Standards Board’ and explained these are the rules auditors and CPAs develop to justify why they are auditors and CPAs. During a discussion it was noted that Anderson & Associates will continue

148 to do the pension audit. Also noted was that even though we are a regional police department and
149 not a municipal police department, ultimately each Township is responsible for the pension plan.

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153 Ms. Brill noted she received in writing from East Goshen approval to elect GASB 68. She added
154 that she received an explanation and opinion from Mr. Jim Kennedy of Anderson & Associates on
155 reasons why municipalities are changing to GASB 68, in which he also noted the election form for
156 GASB 68 was provided by Anderson & Associates since it is not an Anderson & Associates
157 decision but the decision of the Townships. Mr. Pingar asked if GASB 68 was new this year and
158 Mr. Di Domenico asked about the additional cost of GASB 68. Mr. Smith noted the additional cost
159 was \$500.00 and added that yes GASB 68 was new this year and the benefit of electing it is that
160 this will help our auditors and give us a better picture on the status of the pension plan. Mr. Proctor
161 noted this extra level is well worthwhile. Mr. Pingar stated he agrees with East Goshen to elect
162 GASB 68. Ms. Brill noted she would sign off yes to Anderson & Associates to add
163 GASB 68. Mr. Proctor called for a motion.

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165 **Mr. Di Domenico motioned to approve the GASB 68 requirements that pertain**
166 **to the municipalities over all financial statements. The motion was seconded**
167 **by Mr. Proctor.**

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169 Mr. Proctor called for any public discussion.

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171 **There was no public comment or questions. All were in favor. The motion was**
172 **unanimously approved.**

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174 **AAA Room Rental Contract for 2016**

175 Ms. Brill presented to the Commission the renewal contract to AAA for use of the WEGO Police
176 Department conference room. She noted it is basically the same as last year and she needs approval
177 to send the renewal contract. There is no price change because there have been no problems with
178 AAA renting the room. Sergeant Wassell oversees this program so there is always a police officer
179 present. If agreed by the Commission, Ms. Brill will sign the contract and send to AAA.

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181 **Mr. Di Domenico made a motion to continue the contract with AAA for rental of the**
182 **Westtown/East Goshen Police conference room. Mr. Proctor seconded the motion.**

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184 Mr. Proctor called for any public discussion.

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186 **There was no public comment or questions. All were in favor. The motion was**
187 **unanimously approved.**

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189 There was no additional New Business discussed.

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191 **Any Other Matters**

192 Chief Bernot reported that she received the quote for the new graphic design for the police fleet
193 from Lucky Signs of Glen Mills, PA, who currently does the Department graphics. For
194 comparison, photos of the new graphics versus the current graphics were provided to the
195 Commission. Chief Bernot stated the additional cost for the new graphics would be \$389.00 per
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car and added these new graphics would only be implemented on new vehicle purchases and grandfathered into the fleet. The concept of the new design was made primarily for safety enhancement but to some degree to update the outdated style of the current graphics. Chief Bernot also presented information about the Crime Watch application software, which is being used by other police departments in the County. She asked the Commission to consider looking into implementing this concept in future budgets as she believes the cost is reasonable and a good way for the Department to take advantage of the use of social media. In response to Ms. Lizza inquiry about having the County provide this service, Chief Bernot responded that she does not believe the County has the personnel available to monitor this program and she is reluctant to give the County control over our Department's press releases.

Officer Comments

No officers were present.

Police Reports

Monthly Activity Report: Chief Bernot noted that as mentioned last month there has been an increase in reported sex crimes and child abuse calls due to the change in the law. She added this has increased the workload of the Department, however at this point it is not problematic.

PPU Report: Chief Bernot reported that the change in service provided to Thornbury, which was implemented on 11-20-2015, is moving in the right direction but still not where it should be. She will continue to track. Regarding the rebalancing of PPUs between Westtown and East Goshen, Chief Bernot noted it is still not completely rebalanced but heading in the right direction. Additional tracking is needed to achieve a more definitive result. Mr. Di Domenico asked if the opening of the new Farmer's Market and Planet Fitness has changed anything regarding patrolling of the area, Chief Bernot responded there has not been a lot of problems. She added that before the new owners opened their businesses the Detective Unit met with them and suggested certain security precautions, which included the owners getting good security cameras, which they agreed to do.

Commercial Vehicle Report: Chief Bernot noted there were three details conducted in December. There were no questions or comments.

Month End Report: Ms. Brill stated the December 2015 Month End/Year End report reflected that the total payroll expenses were under budget by 6%, the benefits expense was under by 9%, the vehicle expenses were under by 18% due mainly to gas prices, and other expenses were under by 3%. The total budget for 2015 was under by 5%. This will result in a total credit amount to the Townships of \$201,347.95 (Westtown at 42.85% - \$86,277.60 and East Goshen at 57.15% - \$115,070.35). The credits to the Townships will be reflected in their February contribution.

12 Hour Shifts - One Year Assessment Meeting: Chief Bernot noted that at the meeting is was presented to the officers that they did an excellent job at reducing overtime associated with call outs.

Action Items

Chief Bernot noted that there may be an electrical issue in the building affecting the servers associated with the new camera system. Ms. Brill and Chief Bernot are working with the contractor who installed the camera system to try to rectify the problem. The camera system contractor has advised that he believes there is an electrical problem in the building and suggested to Chief Bernot that perhaps an electrical engineer may be needed to sort this all out. Ms. Brill added that the HVAC has been shutting off and we've been resetting but there is a concern about power surging.

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Regarding the hiring of full time officers, Chief Bernot stated that the written exam was given this month and phase two of the selection process is scheduled for February 12th. Chief Bernot believes that after phase two they should have the final results in five days. Once the list is formulated, they will then allow all full time officers and anyone who scored in the top four on the list to put in for the two specialized positions. Her target date to have everything implemented is mid-March.

Public Comment

Mr. Molnar asked Chief Bernot if the 12 hour schedule was approved for 2016. Chief Bernot responded that it was approved by the Townships and the Police Commission to continue for another year. In response to Mr. Molnar's follow up question regarding the schedule's continuation in 2017, Chief Bernot replied yes both sides will have an opportunity at the end of 2016 to reevaluate whether or not they want to continue for another year. Regarding the new graphics, Mr. Molnar inquired if the Department will be keeping the white cars and noted that the picture the Chief shared of the new graphics showed a rear spoiler and wanted to know if the new cars will have a rear spoiler. Chief Bernot responded that the Department will be keep the white vehicles and as for the rear spoiler she believes the new cars purchased are typical 2016 Dodge Chargers.

Executive Session

Break for Executive Session to discuss personnel and legal matters.

Regular Public Session Resumed

The Commission returned from Executive Session at 7:17 PM.

Adjournment

Mr. Di Domenico adjourned the meeting at 7:20 PM.

Respectfully Submitted,
Linda Delia, Transcriber