

1 WESTTOWN-EAST GOSHEN POLICE DEPARTMENT  
2 POLICE COMMISSION MEETING  
3 January 23, 2017  
4  
5

6 In attendance were Chair Charles Proctor, Vice-Chair Tom Haws, Chief of Police Brenda Bernot,  
7 Business Manager Kathy Brill, East Goshen Township Manager Rick Smith, and Thornbury Township  
8 Manager Judy Lizza. Also present were East Goshen resident Dave Milnar and the Haws Family. Not  
9 present were Westtown Township Manager Rob Pingar and Thornbury Commissioner Jim Benoit.

10  
11 **Call to Order**

12 Mr. Proctor called the January 23, 2017 Westtown-East Goshen Police Commission Meeting to order and  
13 asked Cub Scout, Tommy Haws, to lead the Pledge of Allegiance.  
14

15 **Moment of Silence**

16 Mr. Proctor called for a moment of silence for our police, fire, first responders, ambulance and EMT's  
17 and also for all our soldiers and military here and overseas.  
18

19 **Introduction of Cub Scout Tommy Haws**

20 Mr. Proctor introduced Tommy Haws, a seven year old Cub Scout. Tommy explained that he was in  
21 attendance to interview Chief Bernot to earn his Hometown Hero Merit Badge. His questions to the  
22 Chief ranged from her favorite part of the job to her most difficult day on the job and included, among  
23 other questions, why she chose her profession to serve in law enforcement. Chief Bernot and the  
24 Commission expressed their appreciation to Tommy for his interview and Tommy thanked Chief Bernot  
25 and the Commission for giving him the opportunity to interview Chief Bernot.  
26

27 **Reorganization of the Police Commission**

28 Mr. Proctor called for motions for nomination and approval for the Chair and Vice-Chair positions on the  
29 2017 WEGO Police Commission.  
30

31 **Mr. Haws nominated Mr. Proctor as Chair; the nomination was seconded by Mr.**  
32 **Proctor. All were in favor and there was no public comment. Mr. Proctor was**  
33 **unanimously approved as Chair of the 2017 Police Commission.**  
34

35 **Mr. Proctor nominated Mr. Haws as Vice-Chair; the nomination was seconded by Mr.**  
36 **Haws. All were in favor and there was no public comment. Mr. Haws was**  
37 **unanimously approved as Vice-Chair of the 2017 Police Commission.**  
38

39 It was noted that Mr. Benoit will continue as the 2017 Thornbury Township Commissioner.  
40

41 **Approval of Minutes**

42 There were no changes, comments or questions regarding the December 14, 2016 minutes.  
43

44 **Mr. Proctor motioned to approve the Police Commission minutes of December 14, 2016**  
45 **as presented. Mr. Haws seconded the motion. There was no public comment or questions.**  
46 **All were in favor. The motion was unanimously approved.**  
47

48 Mr. Proctor commented to Ms. Brill on the accuracy of the minutes submitted each month by  
49 transcriptionist Linda Delia. Ms. Brill agreed and thanked Mr. Proctor.  
50

53  
54 **Chairman's Report**

55 Mr. Proctor expressed his apology for not getting back to Chief Bernot regarding dates for the officers'  
56 dinner and would be in communication with her about available dates. He also requested that a  
57 reminder/invitation be sent to all officers and supervisors of the upcoming Police Commission meeting  
58 dates as he believes their attendance is an opportunity for them to see what the Commission does and to  
59 express their thoughts and opinions. Ms. Brill, Chief Bernot and Mr. Smith agreed to send out additional  
60 information in order to increase attendance at the meetings.

61  
62 **Review of Approved Bills**

63 Mr. Proctor stated the Commission reviewed the bills, which were approved by Mr. Pingar and Mr. Smith.  
64 There were no comments or questions from the Commission.

65  
66 **Township Roundtable**

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

68 Westtown Township: Mr. Haws had nothing to report.

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

70  
71 **Chief Bernot – Complimentary Letters and Complaints/Issues**

72 Chief Bernot stated that an email will be sent to the Commission in the next ten days regarding  
73 complimentary correspondence. Regarding complaints, Chief Bernot will give an update in Executive  
74 Session on the arbitration status of the officer who was terminated in September. With regard to the  
75 Bellingham complaint, her Right To Know appeal has been denied and since she has taken no steps, so  
76 far, regarding litigation, our attorney has placed this in the inactive file. Regarding the racial profile  
77 complaint it was determined to be unfounded and correspondence was sent to the complainant. The crash  
78 that was possible road rage was adjudicated as not sustained and also placed in our attorney's inactive file.  
79 No response has been received from the second racial profile complainant and the complainant will be  
80 given a period of time to respond before Chief Bernot adjudicates the complaint.

81  
82 **Old Business**

83 **Part-Time Officer Update**

84 Chief Bernot reported that the four candidates have begun their field training program as of January 9,  
85 2017. Once everything is completed they will be introduced to the Commission.

86  
87 **Building Updates - Phones**

88 Ms. Brill stated the phones are not in yet, however the networking phase is in process as well as the  
89 canceling of the old system which will take effect in February. At Mr. Proctor's request, Ms. Brill  
90 replied that she would provide Mr. Proctor with the name and telephone number of the company  
91 supplying the new phones.

92  
93 There was no additional Old Business discussed.

94  
95 **New Business**

96 **Equitable Sharing Agreement**

97 Chief Bernot explained this is a required certification to the federal government stating what was  
98 received for forfeiture. This year the amount was \$1,944.15.

103  
104 **Resolution 2017-01 – Document Shredding**

105 For the record, Ms. Brill read the document:

106 “A resolution of the Police Commissioners of Westtown-East Goshen Police Department of  
107 Chester County, Pennsylvania declare in its intent to follow the schedules and procedure for  
108 Disposition of Records as set forth in the Municipal Records Manual approved in July of 1993.  
109 Whereas a local government records community was created by Act 428 of 1968 and  
110 empowered thereby to make rules and regulations for record disposition, and whereas the  
111 Municipal Records Manual was approved by said community on July 16, 1993, and whereas  
112 the Police Department for Westtown-East Goshen and Thornbury Townships, Chester County,  
113 desires to dispose of records according to statutory requirements. Now therefore, be it resolved  
114 by the Police Commission of the Westtown-East Goshen Police Department, Chester County,  
115 Pennsylvania, that it intends to follow the schedules and procedures for disposition of records  
116 as set forth in the Municipal Records Manual approved on July 16, 1993.”

117 Ms. Brill noted that signatures are required by Ms. Brill, the Chair, Vice-Chair, and Commissioner.  
118

119 **Mr. Haws motioned to approve Resolution 2017-01 – Document Shredding. Mr. Proctor**  
120 **seconded the motion.**

121  
122 **There was no public comment or questions. All were in favor. The motion was**  
123 **unanimously approved.**  
124

125 **Hartford Insurance Renewal Quote**

126 Ms. Brill explained that this quote regards Employee Theft Coverage. She noted currently the limit is for  
127 \$50,000 and she expressed, if possible, the limit be increased to \$200,000. The increase in premium is  
128 approximately \$250.00 more a year (an increase cost from \$348.00 for \$50,000 in coverage to \$573.00  
129 for \$200,000 in coverage). After reviewing the declaration page of the policy, Mr. Proctor requested that  
130 Ms. Brill get a more detailed explanation on the coverage being provided under the policy from Hartford.  
131

132 **Part-Time Administration Employees**

133 Chief Bernot stated that with the two new part-time employees trained and in place and after having  
134 evaluated the current work load, she would like, at this time, to add the third part-time administrative  
135 employee who has already been budgeted for. Mr. Smith noted that since three part-time administrative  
136 employees have already been approved, Chief Bernot and Ms. Brill should begin to advertise for the new  
137 position. Mr. Proctor agreed.  
138

139 There was no additional New Business discussed.  
140

141 **Any Other Matter**

142 **Gasoline Bids**

143 Ms. Brill reported that the bids for gasoline opened on December 15, 2017. The only one received was  
144 from Reilly and Sons. The bid was for a quantity of 36 gallons of 87 octane, 10% ethanol unleaded gas  
145 with a rack price of 1.50.8 and a differential of .1150 for a unit price of 1.62.3 and a total of \$58,428.00.  
146

147 **Mr. Haws made a motion to accept the gasoline bid from Reilly and Sons. Mr. Proctor**  
148 **seconded the motion.**  
149  
150

153  
154 **There was no public comment or questions. All were in favor. The motion was**  
155 **unanimously approved.**  
156

157 **Pension Plan Questions**

158 Mr. Smith asked Ms. Brill if the extra money leftover in the 2016 budget was sent to the pension plan.  
159 Ms. Brill responded that after balancing all checking accounts at the end of December 2016, the extra  
160 \$190,000.00 was moved to the pension plan. It was overnighted on December 28, 2016 and has been  
161 posted for the year 2016. This money was in addition to the expected/required MMO.  
162

163 Mr. Smith noted that during a previous meeting with the pension company and actuary there was a  
164 discussion of options available. After meeting with Mr. Pingar and discussing this further, Mr. Smith  
165 requested that Ms. Brill ask the pension company to run numbers at an 8% rate of return, a 7½ rate of  
166 return and also a 7% rate of return. Mr. Smith noted this will provide options on how to move forward  
167 regarding the pension plan. Ms. Brill agreed to get the information.  
168

169 **Officer Comments**

170 No officers were present.  
171

172 **Police Reports**

173 **Monthly Activity Report:** Chief Bernot reported that she is still continuing to monitor investigations from  
174 ChildLine calls. She noted 2016 reflects a dramatic increase over previous years, however the Detective  
175 Unit has been able to handle the calls without any negative impact on operations. Mr. Haws stated that he  
176 noticed from last month's minutes a higher rate of incidents at schools. Chief Bernot replied that parents  
177 have been advised about the recent number of thefts and steps are being taken to address this issue. She  
178 stated the school administrators have been very cooperative and she would discuss this further with the  
179 Commission during Executive Session. Mr. Proctor noted the number of incidents reported for 2016 was  
180 11,694. Chief Bernot and Ms. Brill explained that while the total number is lower than previous years, it  
181 is not because there is less crime or work involved. It is because follow-up calls during an investigation  
182 are now considered to be supplementary to the original call and not assigned a new incident report number  
183 as done in previous years. This is helpful if an incident file needs to be expunged.

184 **Commercial Vehicle Report:** Chief Bernot stated there was one detail in East Goshen, two in Thornbury  
185 and four in Westtown during the month of December 2016.

186 **PPU Report:** Chief Bernot noted that Thornbury Township received on average 12.29 hours per day for  
187 patrol and 3.00 hours per day for traffic enforcement, which is within the scope of the contract. There  
188 was nothing unusual to note between the split of PPU's for Westtown and East Goshen.

189 **Month End Report:** Ms. Brill noted that \$190,000.00 extra money was deposited to the union pension plan  
190 and posted as of December 30, 2016. She explained the other money left in the budget is mostly assigned  
191 as a reserve for different specified accounts. Overall the budget for 2016 is 4% under budget.  
192

193 **Action Items**

194 There no action items.  
195

196 **Public Comment**

197 Mr. Milnar had no public comment.

198 Mr. Haws thanked Chief Bernot for taking time to talk with his son Tommy.  
199  
200

201 **Page Five**  
202 **January 23, 2017 Minutes**

203  
204 **Future Commission Meeting Dates**

205 After a discussion by the Commission on future availability of its members, it was decided to schedule  
206 the February meeting for Monday, February 27, 2017. All other meetings thereafter will be scheduled for  
207 the last Thursday of each month.

208  
209 **Executive Session**

210 The Commission broke for Executive Session to discuss personnel and legal matters.

211  
212 **Regular Public Session Resumed**

213 The Commission returned from Executive Session and resumed their regular meeting at 7:30 PM.

214  
215 **Adjournment**

216 Mr. Proctor called for a motion for adjournment.

217  
218 **Mr. Haws made a motion for adjournment of the January 23, 2017 meeting. The**  
219 **motion was seconded by Mr. Proctor.**

220  
221 Mr. Proctor called for any comments.

222  
223 **There were no other comments or questions. All were in favor. The motion was**  
224 **unanimously approved.**

225  
226  
227 Respectfully Submitted,  
228 Linda Delia, Transcriber