

Pennridge Regional Police Commission
Meeting Minutes
October 27, 2010

In attendance were Commission members John Cressman, Jay Keyser and Jim Nietupski. Solicitor John Rice and Chief Mettin were in attendance. West Rockhill Township Supervisors Don Duvall and John Mann was in attendance in the audience as well as Project Manager Ben Botti.

The meeting was called to order at 7:00 pm by Jay Keyser in the West Rockhill Township Building.

Approval of Meeting Minutes:

The Commission approved the September 22nd, 2010 meeting minutes.

Financial Report:

Chief Mettin read the financial report dated October 27th, 2010. After payment of the monthly bills totaling \$86,920.20 the total operational account balances equal \$302,737.13. The Operating Cash Reserve Account funds total \$3,793.99. Chief Mettin explained that three checks listed on the Bills List were for the proposed facility. An invoice from Donovan and Associates was presented for \$30,603.33. Two additional checks for permits to the Bucks County Conservation District were also presented to the Commission for \$795.00 and \$500. In that the fund balance for the proposed facility had been drawn down to its current level, a discussion was had concerning options to pay each invoice.

Project Manager Ben Botti advised that Donovan and Associates had been approached by Commissioner Keyser about delaying payment until the construction loan is obtained and that Donovan and Associates did not agree to this as they have their own consultants to pay due to this project.

Project Manager Botti also advised that the checks for BCCD should be approved shortly after the bids come in as the permits need to be applied for shortly thereafter.

Jim Nietupski made a motion to table the payment of the Donovan and Associates invoice until the November 18th PRPC meeting, pending the opening of the construction bids on November 3rd. Each township shall insure that funding is available to repay the full amount of the invoice to the department should the Commission elect to pay the cost from the department's operational account versus paying it from the construction loan. The motion was unanimously passed.

John Cressman made a motion to delay approving the two checks to BCCD until after the construction bids are opened. Payment will be made subject to the bids coming in at or below budget. The motion was unanimously approved.

The Financial Report was approved and the Commission gave approval to pay the remaining bills.

Building Project Report:

Ben Botti provided an update on building issues and the time line. He advised that a pre-bid meeting had been held and that there was a good turnout. Thirty seven different firms were represented with seventeen of those being General Contractors. Of those, seven were from modular construction companies.

Ben also related that the bids are due to be opened on November 3rd at 2:00pm at the West Rockhill Township building. The opening date had been postponed due to several requests from the contractors for an extension.

The Project Manager's report was unanimously approved.

Chief's Report:

Chief Mettin presented the Chief's Report, indicating Department activities for September 2010. Chief Mettin advised of the monthly statistics as well as administrative issues within the department.

A motion was made to approve the Chief's Report. The motion was unanimously approved.

Jay Keyser requested enforcement traffic enforcement details along Old Bethlehem Pike. Chief Mettin advised that it is on his agenda to conduct details from 1600-1800 during the week and from 1200-1400 on the weekends. It was agreed that these details be conducted for a week and results reported to the Commission.

Solicitors Report:

John Rice advised that he had no business to bring before the Commission.

Citizen/Guest Comments:

None

Old Business:

Chief Mettin advised the Commission that the 2009 Department of Justice, COPS grant application was denied. The original grant application was submitted in July 2009, resubmitted in July 2010 and denied in September of this year. This grant was submitted to fund one officer for a three year period.

New Business:

Chief Mettin reviewed the 2009 Department Audit supplied by Riley, Rodzianko and Clymer, LLP. Chief Mettin reviewed the report and management letter. A motion was made to sign the acknowledgement letter indicating that all documents had been supplied to the auditors and that there is no known pending litigation against the department. The letter was signed by Commissioner Keyser.

Chief Mettin requested approval to complete an application for department insurance through the Delaware Valley Insurance Trust. There is a \$1000 application fee. Chief Mettin advised that there may be a cost savings to the department should it be accepted into the plan. A motion was unanimously approved to complete the application.

Chief Mettin presented the 2011 Preliminary Budget Proposal to the Commission. Total expenditures is estimated at \$2,041,600 with a municipal obligation of \$888,800. No approval was made. Commission member John Cressman advised that East Rockhill Township has crafted a balanced budget for 2011 which keeps the police portion at the 2010 level. Commission Jay Keyser advised that West Rockhill Township is looking for a \$20,000 reduction in obligations.

Citizen/Guest Comments:

Reporter Bob Keeler was given a copy of the 2011 Preliminary Budget Proposal and asked questions regarding the proposal.

A motion was made to adjourn the Penridge Regional Police Commission meeting and go into Executive session to discuss personnel issues. The motion was unanimously approved. The meeting was adjourned at 9:07pm.

The next Penridge Regional Police Commission meeting is scheduled for November 18th, 2010 at 7:00pm at the West Rockhill Township Building.

