

# **Pennridge Regional Police Commission**

## **Meeting Minutes**

### **January 26, 2011**

In attendance were Commission members Jay Keyser and Jim Nietupski. Don Duvall was in attendance. Solicitor Mary Eberle was in attendance in place of John Rice. Chief Mettin and Project Manager Ben Botti were present.

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

#### Annual Reorganization of the Board of Commissioners

Jim Nietupski was nominated and approved to fill the Board Chairman position for 2011. Don Duvall was appointed Vice-Chairman and Jay Keyser was appointed to be the Board's Secretary-Treasurer. John Rice of Grim. Biehn and Thatcher was appointed as Board Solicitor. All appointments were unanimous.

#### Approval of Meeting Minutes:

The Commission approved the December 9th, 2010 meeting minutes as presented. Vice Chairman Duvall abstained from the approval as he was not at the December 2010 meeting.

#### Officer of the Year Presentation

Chief Mettin presented the 2010 Officer of the Year Award to Officer Gerald Gaittens. Officer Gaittens received his name on the department's plaque and a commemorative engraved clock. Several officers, Officer Gaittens' wife and several friends were in attendance.

#### Financial Report:

Chief Mettin read the financial report dated January 26<sup>th</sup>, 2011. After payment of the monthly bills totaling \$82,695.02, the total operational account balances equal \$105,157.52. The Operating Cash Reserve Account funds total \$12,506.23.

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

#### Building Project Report:

Ben Botti provided an update on building issues. Ben spoke to the Commission regarding site work issues and inactivity at the site due to the weather. He advised that the completion date for the project is scheduled for September 2, 2011 and he does not see an issue in meeting the completion date. He reviewed correspondence received from C. Robert Wynn Associates concerning costs for

the project and the scope of work. A motion was made and approved to allow Ben to proceed on the basis that these services will not exceed the costs listed in the correspondence - \$12,975.00.

Ben also requested that he be given approval to approve change orders for the project up to \$1000 without needing to come to the Commission at the monthly meetings. A motion was made and approved that Ben can approve change orders, in total of up to \$1000. When change orders exceed \$1000, Ben would need to bring the requests before the Commission.

Chief Mettin provided an update on the Requests for Advances to QNB for approved expenses from previous meetings. He advised that Ben Botti's payroll and a \$30,603.33 Donovan and Associates invoice was submitted and payment has been received.

Chief Mettin advised the Commission that current invoices for Donovan and Associates, the Courier Times, C. Robert Wynn Associates, Inc., Grim, Biehn, Ben Botti and Thatcher and Holz and Henry need to be submitted to QNB for payment. The Commission approved the expenditures.

Chief's Report:

Chief Mettin presented the Chief's Report, indicating Department activities for December 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.

Solicitors Report:

Mary Eberle advised that she had no business to bring before the Commission at this time.

Citizen Comments

District Court Justice, Charles Baum was present and advised the Commission that each municipality should be receiving a copy of the District Court's Annual Report. He advised that, due to an uneven case load, he has been assigned cases from Trumbauersville Borough and Milford Township.

Old Business:

None

New Business:

Jay Keyser advised he observed speeding vehicles along Campus Drive. He then requested extra-patrols. He also requested to be advised when the next Traffic Safety Committee was being held.

Chief Mettin provided the 2011 Univest Bank Signature Cards to the Commission to sign.

Chief Mettin presented the Commission with Resolution 2011-01 pertaining to records destruction as outlined in the Pennsylvania Historical and Museum Commission under the authority of the Municipal Records Act. A motion was made and approved to accept the resolution.

Mary Eberle presented Resolution 2010-07 pertaining to the Uniform Pension contribution, lowering the officers' contributions to 2% as done in years past and as outlined in the Collective Bargaining Agreement. The resolution was unanimously approved.

Citizen/Guest Comments:

A motion was made to adjourn the Pennridge Regional Police Commission meeting and go into Executive Session to discuss personnel issues. The motion was unanimously approved. The meeting was adjourned at 7:50pm.

The next Pennridge Regional Police Commission meeting is scheduled for February 23rd at 7:00pm at the East Rockhill Township Building.

*\* Ben Botti's review of the building project and minutes pertaining specifically to the building project are attached*