CUMRU TOWNSHIP BOARD OF COMMISSIONERS' SPECIAL MEETING NOVEMBER 3, 2016

The Special Meeting of the Cumru Township Board of Commissioners was called to order by President Ruth O'Leary at 6:10 p.m. Other Commissioners in attendance were Vice President Edward L. Gottschall, Sheri Hoover, Lorri K. Swan and Tony J. Sacco. Also attending were Chief of Police Madison Winchester, Superintendent of Public Works Robert McNichols, Jr., Assistant Superintendent of Public Works James A. Beane, Business/Personnel Administrator Peggy A. Carpenter, Manager Jeanne E. Johnston, and Secretary Latoya Procopio.

PUBLIC

No members of the public were present.

2017 BUDGET

General Fund - Police

A) Staffing

The Board of Commissioners reviewed the draft 2017 police department budget. Prior to reviewing line items, Chief Winchester informed the Board that the staffing levels should be increased and reorganized in order to maintain the level of service that is currently provided to Cumru Township.

The current staffing level for Cumru Township is 21 sworn. In order to maintain a high level of service to the community, the preferred level of staffing is: 2 sworn on the street during day-shift, 3 during mid-shift, and 2 during the overnight shift. These staffing levels would enable a three (3) shift schedule to be put in place.

However, having 21 sworn with no restructuring of the department, there is a problem meeting preferred staffing levels anytime someone is out on training, injury, extended sick time, vacation, or any other leave. Overtime is needed to fill the gaps left by these absences. Overtime for community events is starting to go unfilled because the staff is "burned out" from filling in scheduling gaps.

If staffing levels were to increase to 22, in addition to the reorganization of the department to promote a Lieutenant, the Chief's opinion was that CTPD would be able to provide the community a superior level of service. As outlined in the CPSM study, these staffing levels would enable the department to be a fully functioning Community Oriented Police Department on a regular, consistent basis. If the staffing is provided to implement a schedule as proposed, some of the benefits to Cumru Township taxpayers would be: maintaining level of service, reduced reliance on outside agencies, maintained and enhanced training, effective utilization of Sergeants, less overtime being spent, and proactive enforcement strategies. Chief Winchester stated that the police department needs to enhance training by introducing deescalating skills and skills for dealing with individuals with mental health issues.

With respect to reorganization of the department, Chief Winchester proposed reintroducing the Lieutenant position. A Sergeant would be promoted to Lieutenant and the vacant Sergeant position would not be filled, thus minimizing the Sergeant staffing. Chief Winchester proposed a Lieutenant's salary of \$99,700. The Lieutenant would not be paid for the 13 holidays the rank and file receive under the CBA.

Chief Winchester noted that the Township's civil service list is expired. Because of that, the Township must do civil service testing in order to replace the position vacated by the

retirement of Officer Britt. In addition, maintaining an active list would enable the Township to implement the proposed staffing scenario. Because of the time consuming nature of police hiring and training, Chief Winchester also proposed that the Township should consider future hiring in terms of succession planning. In other words, hiring in time for a new officer to be trained in order to mitigate a gap in the level of service anticipated by an upcoming retirement. This would possibly mean short periods having 23 officers, as one is being trained for an upcoming vacancy. It can take up to 12 months to fully train a new officer.

With respect to administration, Ms. Johnston noted the difficulties associated with the administrative staff being cut in half over the past several years. One of the difficulties is phone and walk-up customer service, especially when the police department administrative assistant is on leave. She and Chief Winchester proposed hiring a clerk for 25 hours per week. This position would support both the police and non-police administrative staff.

B) Line Items

Funds were allocated in the legal labor and hiring expenses line items, 4100-4040-003 and 4100-242, respectively, for the hiring described above.

There has been confusion in the past with respect to the use of line items 4100-500 and 4100-510, hardware and software, respectively. The 2016 allocations will be reviewed.

Capital transfers, 4100-800, for ongoing projects include the Berks County narrow band radios for \$26,945 (year 4 of 7) and the unmarked car lease/purchase for \$7,348 (year 2 of 3) were allocated.

Equitable Sharing Fund

Chief Winchester proposed several new capital projects for 2017. The Board deferred high density shelving, but identified the projects to be expensed from the equitable sharing fund:

- Fuming chamber, \$12,000
- Speed board trailer, \$16,000
- 4WD vehicle, Tahoe, not to exceed \$45,000

7:35 p.m. The Board went into executive session to discuss 1 personnel issue.

8:05 p.m. The meeting reconvened. Mrs. O'Leary announced that the Board discussed a personnel issue in executive session, which was pending.

CORRESPONDENCE

A) Meeting Advertised in the Reading Eagle on 10/28/2016.

ADJOURNMENT

ON MOTION OF MRS. SWAN, SECOND OF MRS. HOOVER, A UNANIMOUS VOTE TO ADJOURN THE MEETING AT 8:08 P.M.

Respectfully submitted,

Latova Procopio

Secretary

Board of Commissioners November 3, 2016 Page 2 of 2