**Present** – Commissioner Joseph Rudderow - Maidencreek Township, Commissioner Gary Hadden - Ontelaunee Township, Granville Sandridge – Leesport Commissioner, Chief Scott Eaken, Ruth Manmiller-Secretary, Solicitor Whitney Rahman, Charles Berger – Leesport Borough Alternate, and Diane Hollenbach.

Gary Hadden called the February NBRPD Commission meeting to order at 11:13 AM.

Pledge to the Flag

**For the Record:** 1.This meeting is being audio recorded by the NBRPD Commission.

 2.1/26/2016 4:15 PM The Commission and NBRPD Association met for possible

 resolution to the contract

**MINUTES**

**January Reorganization Meeting Minutes**

Joseph Rudderow made a motion, seconded by Granville Sandridge approving the January 11, 2016 Reorganization Meeting minutes. All Commissioners voted, “Aye.” Motion carried

**January Commission Meeting Minutes**

Joseph Rudderow made a motion, seconded by Granville Sandridge approving the January 11, 2016 Commission Meeting minutes. All Commissioners voted, “Aye.” Motion carried

**TREASURER’S REPORT**  Ruth Manmiller presented the January 2016 Treasurer’s report that included the fund balances, year to date budget report, and documentation of all transactions and bill payments. Joseph Rudderow made a motion, seconded by Granville Sandridge approving the January 2016 Treasurer’s report as presented. All Commissioners voted, “Aye.” Motion carried. Noted: there was a $50,000.00 remaining balance of the 2015 budget.

**CHIEF’S REPORT**  Chief Eaken read the January 2016 Activity Report, Year End Activity Report and reported on arrests made since January 2016 Commission Meeting;

 1/12/16 DUI .219 Rt61 & Wall, Leesport Borough

 1/15/16 DUI/H&R/Careless Driving, Rt222 & Tamarack Blvd, Maidencreek Twp.

 1/17/16 DUI .216 Safe Speed/Passing, Rt73 and Rt222, Maidencreek Twp.

 1/17/16 DUI .116Speeding, Rt222 near Evansville Rd. ,Maidencreek Twp.

 1/19/16 Act 64 Turkey Hill parking lot, Maidencreek Twp. (3 defendants)

 1/25/16 Simple Assault, Ashley Furniture, Ontelaunee Twp.

 1/25/16 Theft & Receiving, Blandon Turkey Hill employee, Maidencreek Twp.

 1/31/16 DUI .117 Rt 73 & Rt 222, Traffic Light Violations, Maidencreek Twp.

 2/09/16 Drug Overdose, Paraphernalia, Golden Drive, Maidencreek Twp.

 Spike Strips installed in all vehicles

 Scanners will be installed in all vehicles

The Chief provided a “Show n’ Tell” of Scanner equipment that will be installed in each vehicle. This piece of equipment will scan a driver’s license and automatically populate the citation and/or accident report in the Trax System. The Trax System can print out citations and/or non-reportable accident receipts in the vehicle, as well as efile citations to the District Justice. In the near future the information will also populate the Cody record system. Six Scanners were provided through a North Central Highway grant and five Scanners were purchased by the department.

**TRAINING REPORT**

The Chief provided upcoming training dates scheduled for the department in addition to the two day mandatory updates;

2/10 &11/16 Sgt. Mohl – Truck Inspection training

3/7, 8, 9/16 Officer Parks – Vehicle Inspection Class

3/29, 30, 31/16 Officer Dillman – Colt Armor Class

4/11, 12, 13/16 Officer Parks – DUI Instructional Seminar

3/14 & 15/16 Det. Sgt. Horner – Budgeting

5/2 & 10/16 Entire Department (various dates & times) Techniques to defuse a situation

5/3 & 4/16 Entire Department (various dates & times) Asp and Tactical Handcuff application

Future Interview procedures when dealing with a domestic situation

Joseph Rudderow questioned how the Chief keeps track of the Officers’ training. How would the Commissioners know that an officer or entire department received training in specific area? He suggested a copy of all certificates (past & future) be presented to the Commissioners to be sure

the department is in compliance and free of liability. He just wants to keep track of the training.

The Chief informed Joseph Rudderow; upon completion of an officer’s training he is provided a copy of the certificate to put in their personnel file while the officer keeps the original in his personal file. The Solicitor questioned the need for duplication of certificates and suggested a list and/or mentioned at a meeting so the Commissioners would be aware.

**CORRESPONDENCE**

Gary Hadden wanted to make the Chief aware of a request for a 5K run planned by The Lutheran Church of the Holy Trinity in the September. Most of the run will be conducted on the Schuylkill Valley property. The Chief reported he was contacted this morning and provided some planning suggestions.

**OLD BUSINESS**

**New Vehicle Decals**

As requested, the Chief reached out to five different decal businesses for proposals to mark the new vehicles (2 Impalas & 3 Ford SUVs) with the standard markings. He received two proposals;

Graber Lettering $3,3758.00 Fegley Signs $2,975.00

Granville Sandridge made a motion, seconded by Joseph Rudderow to proceed with marking the new vehicles through Fegley Signs. All Commissioners voted, “Aye.” Motion carried

**Future Personnel Planning**

Joseph Rudderow stressed the need to move forward with a precise hiring strategy in place so the Commission would be prepared for future personnel changes; by establishing procedures, application process or testing and interviewing. He does not want the Commission to be caught without a full staff. He wanted to know if the other Commissioners wanted to move forward with the hiring plan.

The Chief prepared as instructed an outline of officers’ retirement dates however; did not distribute or discuss in detail as the Solicitor felt it was a personnel issue and should be discussed in executive session. The Chief provided a brief synopsis:

 1 officer in Drop Program ending in 2020

 1 officer may retire in 2017

 2 officers may retire in 2018

 1 officer may retire in 2019

Although he could provide retirement dates; it would not be a clear date as the officer may choose to terminate his employment at that time or enter the DROP Program. Sgt. Mohl is the only one with a

definite retirement date because of being in the DROP Program however; he could with a thirty day notice leave at any time.

Gary Hadden and Grandville Sandridge felt Joseph Rudderow’s ideas were good but unnecessary to move forward at this time; after review of the upcoming retirement dates the Commission will have time to prepare an employment plan. Also, in a few months (approximately 1 year) there will be a new Chief who may have other pertinent ideas for the hiring process.

This discussion was tabled for future meetings.

**NEW BUSINESS**

**Signature Cards for Bank Accounts**

Signature Cards signed for accounts at the Fleetwood Bank and the Thompkins Vist Bank.

**AG385 State Form**

Joseph Rudderow made a motion, seconded by Granville Sandridge authorizing the Chairman to sign the AG-385 form. All Commissioners voted, “Aye.” Motion carried. Ruth Manmiller explained the AG-385 form is completed on a yearly basis to determine state funding the police pension fund.

Joseph Rudderow read an outline he prepared for the Commission to consider.

1. New Hires
2. The Commission shall become part of the employment search

1. The Commission allowed the opportunity to interview the final (3) employment candidates, per the Chief’s recommendations.
2. Each Commissioner will be allotted (1) vote when deciding which candidate will be hired.
3. Commission kept apprised of the new hire’s training
4. A formal introduction of the new hire to all Boards
5. Update SOP’s – Electronically
6. This move would help in future hiring process
7. Updated by July and then adopt in August/September
8. Begin the process to replace Chief Eaken for his retirement in 2017. A job description, application procedures and interview process should be in place as soon as possible move forward with his replacement and then to allow for a smooth transition. He suggested input (hiring and advertisement of the available position) through the Chiefs of Police Association.

The Chief added that the Chiefs of Police web site post job ads with specific instructions for candidates and conduct the administrative portion to narrow down the prospective candidate. He added if the search is not concluded by his retirement date, he is sure something could be arranged for him to stay on until a new Chief is chosen or to assist with the new Chief.

**NBRPD Contract**

The Solicitor informed the Commissioners that a draft contract per items agreed upon at the 1/26/2016 meeting with the NBRPD Association has been forwarded to Officer Angel Toro to review with the Association and their legal counsel. She is hopeful that all items were addressed to their satisfaction and should everyone be in agreement; the Collective Bargaining Agreement may be signed. Joseph Rudderow made a motion, seconded by Granville Sandridge authorizing the Solicitor to move forward in circulating the NBRPD Collective Bargaining Agreement - Contract - prior to the March meeting. All Commissioners voted, “Aye.” Motion carried.

The Chief, with the collective bargaining information he received relative to the contract, complied expenditures as a result of the tentative agreement. There will be no changes to the 2016 budget.

**FOR THE GOOD OF THE ORDER**

Charles Berger asked the status of the new vehicles.

Chief Eaken informed him the three Fords are in service and we should be taking delivery of the

two Impalas by the end of the month. The Impala equipment is ready to be installed and will not take near as long to equip for service. Only thing remaining is getting all five vehicles marked.

Our insurance company paid a total of $14,088.31 towards the totaled vehicle (#1) and equipment. At this point we are waiting for compensation through the court system after the case goes to court.

**ADJOURN** Joseph Rudderow made a motion, seconded by Granville Sandridge to adjourn the meeting at

12:31 PM. Motion carried.

Respectfully submitted,

Ruth M. Manmiller

NBRPD Secretary

CC: Maidencreek Township Board of Supervisors

 Ontelaunee Township Board of Supervisors

 Leesport Borough Council

 Diane Hollenbach, Maidencreek Township Secretary

 Ontelaunee Township Secretary

 Sandra Weiser, Leesport Borough Secretary

 S. Whitney Rahman, Blakinger Thomas, P.C.