

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,



Latoya Procopio
Secretary