

**Minutes of the Regular Meeting of the
Northwest Regional Lancaster County Police Commission
Held on February 26, 2013**

- 1) John O. Yoder, III called the meeting to order at 7:00 P.M. in the Mount Joy Township Municipal Building, 159 Merts Drive, Elizabethtown, PA 17022. John O. Yoder, III led the pledge of allegiance.
- 2) Roll Call: Present – John O. Yoder, III, Charles G. Bailey, Jr.; Deb E. Dupler, Nancy Z. Garber and Roger M. Snyder. Absent: None.
- 3) Public Comment: None.
- 4) Consent Calendar:
 - a. Approval and ratification of the minutes of the January 22, 2013 meeting.
 - b. Accept and ratify 1) the Treasurer's Report for the period of January 1, 2013 through January 31, 2013, subject to audit; and 2) the Commission Treasurer's Certificate of Deposit summary report.
 - c. Approve payment of all bills via Bill List #3-2013 in the amount of \$ 2,552.41; Bill List #4-2013 in the amount of \$ 39,025.42; and ratify payment of all payrolls for the period of January 12, 2013 through February 22, 2013, inclusive, in the amount of \$169,813.17, which represents three (3) pay periods.

A motion was made by Charles G. Bailey, Jr. and seconded by Roger M. Snyder to approve the Consent Calendar as written. All other members present voted in favor of the motion.

5) NRLCPD Operations:

Discussion on and, if appropriate, motion to take action relative to the following:

- Document Imaging & Records Retention – Mr. Richard Forry noted there is a Municipal Records timeline as to the length of time to retain Financial Records, which is normally 7 years. Chief Mark Mayberry stated a lot of items in police archives at the time of the merger that could be purged were at that time. Chief Mayberry noted the shed is solely storing financial records. All police records are stored in the office. Criminal records are required to be stored for 20 years. Chief Mayberry stated that reports that can be stored electronically. The Board requested Chief Mayberry and Rich Forry to work up a game plan as to retaining records electronically and/or purging of records and report back to the Board in March 2013.
- Computer System – Mr. John Yoder stated he would like to consider outsourcing computer support to enable the Officers to be able to focus on their job rather than the computer system. Mr. Yoder to create a Request for Proposal and receive 3 quotes to supply and maintain NRLCPD computers.
- Relocation of NRLCPD Headquarters to former Fairview Elementary School (as a tenant of Mount Joy Township) and/or purchase of 1) existing NRLCPC Headquarters from Mount Joy Township or 2) some other location. No action taken.

6) Advisements:

- Officers Charles A. Tobias and Harry R. Cleland, Jr. completed Crime Scene Management Training. This training is needed for them to fulfill the requirements to become a member of the Lancaster County Forensic Teams.

- On February 26, 27 and 28, 2013 Officers Adam M. Shope and Tyler R. Seidel will be attending Interview and Interrogation Training at the Lancaster County Training Center. The training is being provided by the Federal Law Enforcement Training Center.
- On February 19, 2013, Officer Kenton L. Whitebread, Sr. presented Fraud and Scam Prevention information to 45 members of the Masonic Village Shrine Club.
- On February 22, 2013, Officer Daniel L. George, Jr. gave a safety presentation to daycare students at Hildebrandt Learning Center at the Mount Joy Career and Vocational Center.

7) Correspondence:

- a. Calls for Service – January 2013.
- b. Police Activity Report – January 2013.
- c. Overtime Report – January 2013.
- d. Police Cruiser Mileage Chart – January 2013.

8) Other Business: None.

- 9) Next regularly scheduled meeting of the Northwest Regional Lancaster County Police Commission will be held on March 26, 2013, beginning at 7:00 P.M, at the Mount Joy Township Municipal Building, 159 Merts Drive, Elizabethtown, PA 17022.

10) Adjournment:

A motion was made by Nancy Z. Garber and seconded by Charles G. Bailey, Jr. to adjourn the meeting at 7:23 P.M. to retire to Executive Session. All members voted in favor of the motion.

Respectfully submitted,

Richard E. Forry
 Secretary/Treasurer
 Northwest Regional Lancaster
 County Police Commission