

**Minutes of the Regular Meeting of the
Northwest Regional Lancaster County Police Commission
Held on March 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, and Roger M. Snyder. Absent: Nancy Z. Garber.
- 3) Public Comment: None.
- 4) Consent Calendar:
 - a. Approval and ratification of the minutes of the February 26, 2013 meeting.
 - b. Accept and ratify 1) the Treasurer's Report for the period of February 1, 2013 through February 28, 2013, subject to audit; and 2) the Commission Treasurer's Certificate of Deposit summary report.
 - c. Approve payment of all bills via Bill List #5-2013 in the amount of \$ 30,020.19; Bill List #6-2013 in the amount of \$ 28,911.78; and ratify payment of all payrolls for the period of February 23, 2013 through March 22, 2013, inclusive, in the amount of \$100,045.66, which represents two (2) pay periods.

A motion was made by Deb E. Dupler and seconded by Charles G. Bailey, Jr. 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 – Chief Mark Mayberry indicated this item was discussed at the last meeting and he has given a list of items that can be purged to the part-time secretary, Grace Miller, and she will go through and locate those records. Ms. Dupler asked about financial records and Mr. Forry indicated he has not had time to look into those records but will do so in the next few months.
- Computer System – Chief Mayberry stated he has talked with Virtual October and LAM Computer Systems. Chief Mayberry indicated Virtual October will be conducting an analysis on what would be required and report back his findings. He indicated Mount Joy Borough uses Microtechnology who he will contact as well. Chief Mayberry stated that over the weekend there were computer issues with the server, and Officer Ember was called in to handle those issues.

6) Police Services Inquiry – re: Mount Joy Borough:

Chief Mayberry indicated a Mount Joy Borough Councilman had approached him about the possibility of acquiring police services from or joining the Northwest Regional Lancaster County Police Commission and Police Department. Mr. Richard Forry had prepared a list of documentation needed from the Borough and that list has been forwarded to the Councilmember who has since given the information to their Borough Manager. After some discussion, the Board requested the Treasurer provide a copy of the Articles of Agreement to each of the Commissioners. No action taken.

7) Presentation – Letter of Recognition:

Chief Mark E. Mayberry presented a “Letter of Recognition” to Noel Sweigart for her actions when she stopped to check on a young female she saw lying on a roadway. Chief Mayberry stated on March 18, 2013, Noel stopped to help a young female who was laying on the side of the road unconscious in a snow bank. Noel quickly called 911 and upon police arrival the female juvenile was checked for a pulse which could not be detected. The female juvenile was cold, soaking wet and not properly dressed for the outside temperatures. The female juvenile was a 14-year-old runaway from West Hempfield Township who had been missing for over 14 hours. Chief Mayberry thanked Noel Sweigart for her quick action and her time and effort for stopping to help and notifying the police.

8) Advisements:

- Officers Charles A. Tobias has completed ARIDE training. ARIDE stands for Advanced Roadside Impaired Driving Enforcement. Officer Tobias is a member of the Lancaster County DUI Task Force.
- Officer Frank Ember, Jr. has completed a two week “On Scene Homicide by Vehicle Collision Investigation Course”. Officer Ember is a member of the Northwest Crash Team.
- Northwest Regional Lancaster County Police Department has received \$3,000.00 in donations for the purchase of the new Glock duty pistols and related equipment.

9) Correspondence:

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

10) Other Business: None.

11) Next regularly scheduled meeting of the Northwest Regional Lancaster County Police Commission will be held on April 23, 2013, beginning at 7:00 P.M, at the Mount Joy Township Municipal Building, 159 Merts Drive, Elizabethtown, PA 17022.

12) Adjournment:

A motion was made by Deb E. Dupler and seconded by Charles G. Bailey, Jr. to adjourn the meeting at 7:13 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