

**Minutes of the Regular Meeting of the  
Northwest Regional Lancaster County Police Commission  
Held on October 22, 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, Debra E. Dupler, Nancy Z. Garber, Roger M. Snyder and Charles G. Bailey, Jr.
- 3) Public Comment: Officer Frank H. Ember, Jr. presented complimentary jackets to the Commission members on behalf of the Police Association.
- 4) Consent Calendar:
  - a. Approval and ratification of the minutes of the September 24, 2013 meeting.
  - b. Accept and ratify 1) the Treasurer's Report for the period of September 1, 2013 through September 30, 2013, subject to audit; and 2) the Commission Treasurer's Certificate of Deposit summary report.
  - c. Approve payment of all bills via Bill List #20-2013 in the amount of \$ 20,526.26; Bill List #21-2013 in the amount of \$ 20,515.17; and ratify payment of all payrolls for the period of September 21, 2013 through October 18, 2013, inclusive, in the amount of \$ 95,232.15, which represents two (2) pay periods.

A motion was made by Debra E. Dupler and seconded by Charles G. Bailey, Jr. to approve the Consent Calendar as written. All other members voted in favor of the motion.

5) NRLCPD Website:

Officer Frank H. Ember, Jr. stated the new website is not yet completed but will be NWRPD.org which will be easier to remember and will format accurately on phones as well as computers. Officer Tobias will be taking over the website once he has completed training with IT personnel. The goal is to have the new website online by next month. The new email address is first initial, last name at NWRPD.org. Officer Ember asked if the Commission would like such an email as this could then be redirected to their personal email. The Board indicated they would like the new email address to be routed to their Township email address. Mr. Roger Snyder stated that the current website needs to update the West Donegal Township meeting from Monday to Tuesday night.

6) Records Retention Information:

Chief Mark Mayberry stated on October 2, 2013, a large amount of records were disposed of, i.e., summary arrest information that was past retention requirements. The records were disposed of at the Lancaster County Incinerator.

7) NRLCPC 2014 Budget

- a. A motion was made by Debra E. Dupler and seconded by Charles G. Bailey, Jr. to approve the appropriation of \$18,846.00 to be transferred to and placed in the NRLCPC Capital Reserve Fund during Year 2014. All other members voted in favor of the motion.
- b. A motion was made by Debra E. Dupler and seconded by Nancy Z. Garber to approve the appropriation of \$62,400.00 to be transferred to and placed in the NRLCPC Accrued Compensated Absences Fund during Year 2014. All other members voted in favor of the motion.

- c. A motion was made by Debra E. Dupler and seconded by Charles G. Bailey, Jr. to approve the proposed municipal funding percentage of the NRLCPC Year 2014 Budget as contained therein. All other members voted in favor of the motion.
- d. Mr. Richard Forry noted that insurance and workers compensation costs have increased and is hoping that with look back periods next year will be a lower number. Mr. Roger Snyder agreed workers comp was excessively high and recommended a 3% budget increase rather than 4.15. Mr. Snyder questioned if anyone is planning to retire next year. Chief Mark Mayberry noted that although there are officers who are eligible to retire, no one has indicated such a desire. Mr. Snyder questioned whether the hiring of the additional officer that is noted in the budget could be delayed until later in the year to help meet a 3% increase and expressed he does not feel there is a need for two detectives and suggested keeping just one. Chief Mayberry stated that the original goal was to promote one officer to a detective position and promote possibly two to Corporal or two Sergeants as supervisors. Throughout the year, it has become clear that is not necessary and after talking with the officers, feels there is more of a need for two detectives. The number of calls have not only increased but also the type of calls which require a detective to handle and do proper follow ups. Both detectives will work Monday through Friday with one working 7 to 3 and the other working a 2 to 10 shift. Ms. Debra Dupler asked who the Detectives would report to. Chief Mayberry noted the detectives would report to either Lieutenant Steinhart or himself. Mr. Snyder asked if truck inspections are covered if Officer Henry is detective. Chief Mayberry stated there are a couple of younger officers who would be interested in taking over this role but would need training. Mr. Charles G. Bailey, Jr. recommended training for these Officers be put in place now rather than later.

A motion was made by Debra E. Dupler and seconded by Charles G. Bailey, Jr. to approve the proposed NRLCPC Year 2014 Budget as written. Roger M. Snyder opposed. All other members voted in favor of the motion.

8) NRLCPC Employee Christmas Party:

Ms. Debra Dupler stated a party would be an opportunity for all the Officers to get together as a group and recommended the party be held December 7<sup>th</sup> at Hennigans. The Police Association has agreed to fund half of the charges. Officer Ember recommended new incoming Commission Members be invited as well. Chief Mayberry stated if everyone attends it will cost approximately \$1,200-1,500.

A motion was made by Debra E. Dupler and seconded by Charles G. Bailey, Jr. to approve holding an employee Christmas party on December 7, 2013 with a limit of expenditures up to \$1,500. All members voted in favor of the motion.

9) Police Department Facilities:

Ms. Dupler noted that Mount Joy Township has authorized an appraisal to done of the Fairview School. This is anticipated to be received in 4-6 weeks. The School District is aware that the Township is interested.

10) Advisements:

- Trick or Treat Night will be held on October 31, 2013 from 6:00 P.M. to 8:00 P.M.
- The NRLCPD will be participating in the National Drug Take Back Program on October 26, 2013 at the Giant Food Store from 10:00 A.M. to 2:00 P.M. The program gives individuals a way to get rid of unwanted prescription medications.
- Officer Tyler R. Seidel and Officer Kristopher N.W. Hart successfully completed a three day Standardized Field Sobriety Testing Training.
- Officer Kristopher N.W. Hart completed his speed timing device training and is now certified in all the Department's speed timing units.
- Teen Seat Belt Enforcement: Enforcement period was from September 9, 2013 to September 22, 2013. A total of 91 citations were issued.
- The NRLCPD will be participating in a Public Safety Event to be held at the Donegal High School on October 23, 2013.

11) Correspondence:

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

12) Other Business: None.

13) Next regularly scheduled meeting of the Northwest Regional Lancaster County Police Commission will be held on November 20, 2013, beginning at 7:00 P.M, at the Mount Joy Township Municipal Building, 159 Merts Drive, Elizabethtown, PA 17022.

14) Adjournment:

A motion was made by Nancy Z. Garber and seconded by Charles G. Bailey, Jr. to adjourn the meeting at 7:37 P.M. All members voted in favor of the motion.

Respectfully submitted,

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