

**Minutes of the Regular Meeting of the
Northwest Regional Lancaster County Police Commission
Held on November 25, 2014**

- 1) Debra E. Dupler 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 – Debra E. Dupler, Lisa S. Heilner, Ralph F. Horne and John O. Yoder, III. Absent: Gerald Becker.
- 3) Public Comment: None.
- 4) Consent Calendar:
 - a. Approval and ratification of the minutes of the October 28, 2014 meeting.
 - b. Accept and ratify 1) the Treasurer's Report for the period of October 1, 2014 through October 31, 2014, subject to audit; and 2) the Commission Treasurer's Certificate of Deposit summary report as of October 31, 2014.
 - c. Approve payment of all bills via Bill List #21-2014 in the amount of \$ 35,373.68; Bill List #22-2014 in the amount of \$ 10,829.39; Bill List #23-204 in the amount of \$243,627.95; and ratify payment of all payrolls for the period of October 18, 2014 through November 14, 2014, inclusive, in the amount of \$ 112,120.82, which represents two (2) pay periods.

A motion was made by John O. Yoder, III and seconded by Lisa S. Heilner to approve items a. through c. of the Consent Calendar as presented. All other members voted in favor of the motion.

5) NRLCPC Year 2013 Audit:

Mr. Philip O. Rudy, CPA of White, Rudy & Company, LLP was in attendance to formally present the NRLCPC Year 2013 Audit.

A motion was made by John O. Yoder, III and seconded by Ralph F. Horne to accept the 2013 Audit as presented. All other members voted in favor of the motion.

6) Morgan Stanley – re: NRLCPC Police Pension Fund:

Mr. Bruce W. DeBoard, CFP, was in attendance and presented an update on the investments of the NRLCPC Police Pension Fund.

7) Police Department Facilities:

Ms. Debra E. Dupler noted that the Township will be meeting with the architect in December. The Environmental Report was received and there was no more asbestos or lead paint than what was originally anticipated. This report was forwarded on to the architect. Chief Mark Mayberry stated that the architect had done a walk-through of the police department and talked about needs and looked at current space. Mr. John O. Yoder, III questioned the ability to change the numbers on the lease once actual construction costs are known. Item 3 does mention actual dollar amount to be paid will be calculated utilizing actual square footage, but states based on renovation costs which are not currently know. Annual rent is listed at \$43,355. Ms. Dupler stated this assumes 6,500 square feet at \$6.67 per square foot so the cost would fluctuate to reflect actual square footage. Mr. Richard Forry requested a motion to approve the proposed lease between the NRLCPC and Mount Joy Township for the NRLCPD headquarters at the former Fairview Elementary School and once the actual numbers are known, redo the lease and resign it the second time. Mr. John Yoder, III asked if this needs to be in place for financing? Ms. Debra Dupler indicated this is to show good faith that the Police Commission is moving to Fairview.

A motion was made by John O. Yoder, III and seconded by Lisa S. Heilner to approve signing of the lease with the understanding that the lease will be revised to reflect actual numbers when known. All other members voted in favor of the motion.

8) NRLCPC 2015 Budget:

- a. Discussion on and, if appropriate, motion to approve the appropriation of \$22,448.00 to be transferred to and placed in the NRLCPC Capital Reserve Fund during Year 2015. [The calculation of this dollar amount is based upon 40% of the fine monies anticipated to be collected by the participating municipalities during Year 2015.]
- b. Discussion on and, if appropriate, motion to take action relative to the proposed NRLCPC Year 2015 Budget.

A motion was made by Ralph F. Horne and seconded by John O. Yoder, III to approve items a. and b. as presented on the agenda. All other members voted in favor of the motion.

9) Advisements:

- New County radio system became operational on November 10, 2014. The system does have a few bugs that the engineers are working on. Mr. Ralph Horne questioned the clarity of the system in the warehouses on Industrial Road. Chief Mark Mayberry noted that County Radio had tested the system at DAS and said it tested fine.
- NRLCPD is participating in the Buckle-Up Enforcement Program, November 21, 2014 through December 1, 2014.
- Lieutenant Carl D. Steinhart attended a one-day training seminar on Bio-Terrorism.

10) Correspondence:

- a. Calls for Service – October 2014.
- b. Police Activity Report – October 2014.
- c. Overtime Report – October 2014.
- d. Police Cruiser Mileage Chart – October 2014.

11) Other Business:

- 12) Next regularly scheduled meeting of the Northwest Regional Lancaster County Police Commission will be held on Tuesday, December 16, 2014, beginning at 7:00 P.M., at the Mount Joy Township Municipal Building, 159 Merts Drive, Elizabethtown, PA 17022.

13) Adjournment:

A motion was made by Ralph F. Horne and seconded by John O. Yoder, III to adjourn the meeting to Executive Session at 7:45 P.M. to an Executive Session. All members voted in favor of the motion.

Respectfully submitted,

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