

**Minutes of the Regular Meeting of the
Northwest Regional Lancaster County Police Commission
Held on September 22, 2015**

- 1) Ralph F. Horne called the meeting to order at 7:00 P.M. in the Mount Joy Township Municipal Building, 159 Merts Drive, Elizabethtown, PA 17022. Ralph F. Horne led the pledge of allegiance.
- 2) Roll Call: Present –Lisa S. Heilner, Ralph F. Horne, Debra E. Dupler, John O. Yoder, III and Douglas A. Hottenstein.

3) Executive Session:

An Executive Session was held immediately preceding this meeting. Any official action to be taken as a result of discussions during the Executive Session will be taken at an advertised meeting of the NRLCPC.

4) Public Comment: None.

5) Consent Calendar:

- a. Approval and ratification of the minutes of the August 25, 2015 meeting.
- b. Accept and ratify 1) the Treasurer's Report for the period of August 1, 2015 through August 31, 2015, subject to audit; and 2) the Commission Treasurer's Certificate of Deposit summary report.
- c. Approve payment of all bills via Bill List #17-2015 in the amount of \$ 5,512.73; Bill List #18-2015 in the amount of \$ 30,980.01; and ratify payment of all payrolls for the period of August 22, 2015 through September 18, 2015, inclusive, in the amount of \$ 115,866.56, which represents two (2) pay periods.
- d. Approve, ratify and confirm the Commission Treasurer's signing of the Section 457 Deferred Compensation Plan's Loan Procedures, as submitted and required by Nationwide Retirement Solutions, i.e. the Administrator of the Section 457 Deferred Compensation Plan.
- e. Approve, ratify and confirm the Commission Treasurer's signing of the Revised PRMA Agreement, as submitted and required by PIRMA, i.e. the Pennsylvania Intergovernmental Risk Management Association.
- f. NRLCPC Non-Uniformed Employee Pension Plan/Fund – 2016 Minimum Municipal Obligation: Approve and ratify the Commission Treasurer's transmittal of the 2016 Minimum Municipal Obligation Worksheet to the Pennsylvania Municipal Retirement System, PO Box 1165, Harrisburg, PA 17108-1154, for non-uniformed employees.
- g. NRLCPC Uniformed Employee Pension Plan/Fund – 2016 Minimum Municipal Obligation: Approve and ratify the Commission Treasurer's transmittal of the 2016 Minimum Municipal Obligation Worksheet to Conrad Siegel Actuaries, 501 Corporate Circle, PO Box 5900, Harrisburg, PA 17110-0900, for uniformed employees.

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

6) Disposition of Old Police Cruiser – 2012 Dodge Charger:

Chief Mark Mayberry requested approval to trade the 2012 Dodge Charger police cruiser with over 100,000 miles to Hondru Dodge for \$6,600 trade-in value. Chief Mayberry indicated the new cruiser will be built this week and shipped within 2-3 weeks. The Commission requested the quote regarding the in-car cameras be emailed to them for review once it is received as well as information regarding lead time.

A motion was made by Debra E. Dupler and seconded by Lisa S. Heilner to accept the trade-in offer from Hondru Dodge for the 2012 Dodge Charger in the amount of \$6,600. per Chief Mayberry's recommendation. All other members voted in favor of the motion.

7) Meeting Date Change:

Chief Mark Mayberry requested the October meeting date be changed to October 20. This meeting will need to be advertised. John O. Yoder, III indicated he would not be able to attend.

8) AED Purchase:

Chief Mayberry indicated the AED's currently in use are old, the batteries are difficult to obtain as they are being phased out with the new technology in place, and one of the units is inoperable. Officer Whitebread got a quote from Cardiac Science who will give an \$800 trade-in value for each AED. The new AED's with the trade in would cost \$1,395. apiece. Chief Mark Mayberry requested approval for the purchase of four (4) AED units at a cost of \$1,395 each with the total cost being around \$5,500.

A motion was made by Debra E. Dupler and seconded by John O. Yoder, III to authorize the purchase of four (4) AED units at a total cost of \$5,500. All other members voted in favor of the motion.

9) Police Department Facilities:

Lisa Heilner indicated the site plan from the County has not yet been received. Mr. Richard Forry indicated he would call and request the status of the plan. Debra Dupler advised any improvements currently being purchased will need to be transferred to the new building. Chief Mayberry noted he is in the process of getting quotes on a new surveillance system for the current building and they have been informed the system will need to be moved to the new building. John O. Yoder, III stated as this type of system is low voltage and wiring is general, it should not be an issue from the new facilities standpoint.

10) Advisements:

- Officer Gavin C. Kline and Officer Tyler R. Seidel attended a one day DUI Conference.
- Officer Seth A. Arnold completed a Breath Testing Instrument Class.
- Officer Seth A. Arnold and Officer Adam M. Shope will be attending ARIDE Training. [ARIDE stands for Advanced Roadside Impaired Driving Enforcement].
- Firearms Training was held at the Department of Corrections firing range which also included Elizabethtown Borough, Susquehanna Regional and Mount Joy Borough.

11) Correspondence:

- a. Calls for Service – August 2015.
- b. Police Activity Report – August 2015.
- c. Overtime Report – August 2015.
- d. Police Cruiser Mileage Chart – August 2015.

12) Other Business: Ms. Debra Dupler asked about the Key Holder Ordinance which requires businesses with alarms to register with Northwest Regional and supply the key holder contact list. Mr. Richard Forry suggested West Donegal be contacted to see if they would be interested in implementing the same Ordinance so enforcement would be uniform. He will locate and pass on to West Donegal a sample Ordinance to see if they would be interested. Chief Mayberry stated the key holder contact list is sent to County dispatch. The Ordinance does not require a business to supply a list of emergency contact persons. Ms. Lisa Heilner asked if this could be incorporated into the same Ordinance as the lock box. Mr. Richard Forry stated he will look into it and see what he can find.

13) Next scheduled meeting of the Northwest Regional Lancaster County Police Commission will be held on Tuesday, October 20, 2015, 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 Debra E. Dupler and seconded by Lisa S. Heilner to adjourn the meeting at 7:25 P.M. All members voted in favor of the motion.

Respectfully submitted,

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