

**Minutes of the Regular Meeting of the  
Northwest Regional Lancaster County Police Commission  
Held on October 20, 2015**

- 1) Ralph F. Horne called the meeting to order at 7:03 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 and Douglas A. Hottenstein. Absent: John O. Yoder, III.
- 3) Public Comment: None.
- 4) Consent Calendar:
  - a. Approval and ratification of the minutes of the September 22, 2015 meeting.
  - b. Accept and ratify 1) the Treasurer's Report for the period of September 1, 2015 through September 30, 2015, subject to audit; and 2) the Commission Treasurer's Certificate of Deposit summary report.
  - c. Approve payment of all bills via Bill List #19-2015 in the amount of \$ 25,056.92; Bill List #20-2015 in the amount of \$ 75,801.37; and ratify payment of all payrolls for the period of September 19, 2015 through October 16, 2015, inclusive, in the amount of \$ 102,412.03, which represents two (2) pay periods.

A motion was made by Lisa S. Heilner and seconded by Debra E. Dupler to approve items a. through c. of the Consent Calendar as presented. All other members voted in favor of the motion.

- 5) NRLCPC 2016 Budget:
  - a. Request for motion to approve the appropriation of \$19,225.00 to be transferred to and placed in the NRLCPC Capital Reserve Fund during Year 2016. [The calculation of this dollar amount is based upon 40% of the fine monies anticipated to be collected by the participating municipalities during Year 2016].

A motion was made by Debra E. Dupler and seconded by Lisa S. Heilner to approve the appropriation and transfer of \$19,225.00 into the NRLCPC Capital Reserve Fund. All other members voted in favor of the motion.

- b. Request for motion to approve the appropriation of \$62,400.00 to be transferred to and placed in the NRLCPC Accrued Compensation Absences Fund during Year 2016. Mr. Richard Forry stated this is sick leave separation pay when an Officer leaves the Department. Chief Mayberry noted this also includes sick time sell back.

A motion was made by Debra E. Dupler and seconded by Lisa S. Heilner to approve the appropriation and transfer of \$62,400.00 into the NRLCPC Accrued Compensation Absences Fund. All other members voted in favor of the motion.

- a. Request for motion to approve the proposed municipal funding percentage of the NRLCPC Year 2016 Budget as contained therein. Ms. Debra Dupler asked if there was a change from previous years. Mr. Richard Forry indicated this is the same formula as used previously, it just fluctuates anywhere from .02 to .04 based on a particular municipality's population, assessed valuation and road miles. This year it's 43.61 for WDT and 56.39 for MJT.

A motion was made by Debra E. Dupler and seconded by Lisa S. Heilner to approve the municipal funding percentage formula as presented. All other members voted in favor of the motion.

- b. Request for motion to take action relative to the proposed 2015 NRLCPC Year 2016 Budget. Mr. Richard Forry noted that health insurance has increased by 23.5%. This is still considerably less than paid in previous years. Chief Mayberry asked that a new hire be added as well as a promotion to Corporal. Chief

Mayberry noted a first line supervisor among the patrol ranks is needed as the municipalities continue to grow and the calls for service are increasing as well as additional regulations/details required for each call. The new hire would take the place of the Corporal in the platoons. The new hire, including salary and insurances, will cost approximately \$82,406. Mr. John Yoder III had sent an email asking if this could be delayed until 2017. The promotion to Corporal would cost \$3,827. The overall increase over last years budget is \$210,481. or 7.7% municipal funding. Mr. Richard Forry recommended shifting a cruiser to the Capital Reserve. Ms. Debra Dupler and Ms. Lisa Heilner indicated they would like to keep the cruisers in the budget so the funds would be there if needed. Chief Mark Mayberry noted may be possible to get by with only 1 cruiser. Mr. Ralph Horne noted he would prefer to keep the new hire and remove a cruiser from the budget. Ms. Dupler asked if there was a line item in the budget for the Fairview building. Mr. Forry stated he did not have a line item as it's an unknown number and the budget could be amended when that figure is known. Mr. Forry also noted that monies have been set aside specifically for this project. Board consensus was to remove 1 cruiser from the General Fund and put it in the Capital Fund and change body cameras to ballistic vests.

A motion was made by Debra E. Dupler and seconded by Lisa S. Heilner to approve the proposed 2015 NRLCPC 2016 Budget with changes noted above and to send such budget to the municipalities for approval. All other members voted in favor of the motion.

6) NRLCPC Christmas Party:

Chief Mayberry requested approval for a 2015 NRLCPC Christmas Party and the party to be held at Hennigans.

A motion was made by Lisa S. Heilner and seconded by Debra E. Dupler to approve holding the 2015 NRLCPC Christmas Party at Hennigans on December 19, 2015. All other members voted in favor of the motion.

7) Police Department Facilities:

Ms. Debra Dupler stated this will be going out for bid in the next 2 weeks.

8) Advisements:

- The 2016 Dodge Charger has arrived and is at 911 Rapid Response.
- The NRLCPD was approved to participate in the Aggressive Driving Enforcement starting October 26 through November 22, 2015.
- Officer Michael R. Bryant completed a two-week accident reconstruction class. This was a level three accident reconstruction class.
- Detectives Kenneth M. Henry and Frank H. Ember, Jr. attended a week-long criminal investigation training class.
- Officers Michael D. Shetter, Michael R. Bryant, and Charles A. Tobias completed training for the South Central Task Force.
- Officer Kristopher N.W. Hart started his two-week SERT Training.

9) Correspondence:

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

10) Other Business: Chief Mayberry stated that he hopes to have additional information on the in-car camera system for the meeting in November.

11) Next regularly scheduled meeting of the Northwest Regional Lancaster County Police Commission will be held on Tuesday, November 24, 2015, 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 Debra E. Dupler and seconded by Lisa S. Heilner to adjourn the meeting at 8:10 P.M. All members voted in favor of the motion.

Respectfully submitted,

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