

**Minutes of the Regular Meeting of the  
Northwest Regional Lancaster County Police Commission  
Held on December 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 – John O. Yoder, III, Ralph F. Horne, Debra E. Dupler, Lisa S. Heilner and Douglas A. Hottenstein. Absent: None.
- 3) Public Comment: None.
- 4) Consent Calendar:
  - a. Approval and ratification of the minutes of the November 24, 2015 meeting.
  - b. Accept and ratify 1) the Treasurer's Report for the period of November 1, 2015 through November 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 #24-2015 in the amount of \$ 38,544.24; Bill List #25-2015 in the amount of \$ 10,621.18; and ratify payment of all payrolls for the period of November 14, 2015 through December 11, 2015, inclusive, in the amount of \$ 110,257.10, which represents two (2) pay periods.
  - d. Calendar Year 2015 Audit: Authorize the Chair of the NRLCPC to sign the engagement letter from White, Rudy & Company LLP dated November 5, 2015 whereby the scope of the annual audit to be performed of the calendar year 2015 records is set forth.
  - e. NRLCPC Police Pension Plan/Fund: Adopt Resolution No. 1-2015 whereby the police officers of the NRLCPC hired prior to January 1, 2014 are not required to financially contribute into the NRLCPC Police Pension Plan/Fund and those police officers hired after January 1, 2014 are required to contribute 2.25% of their gross wages into the Police Pension Plan/Fund for calendar year 2016.
  - f. NRLCPC Uniformed Employee Pension Plan/Fund – REVISED 2016 Minimum Municipal Obligation: Approve and ratify the Commission Treasurer's transmittal of the REVISED 2016 Minimum Municipal Obligation Worksheet to Conrad Siegel Actuaries, 501 Corporate Circle, P.O. Box 5900, Harrisburg, PA 17110-0900 for uniformed employees.

A motion was made by John O. Yoder, III and seconded by Debra E. Dupler to approve items a. through f. of the Consent Calendar as presented. All other members voted in favor of the motion.

5) NRLCPC Year 2014 Audit:

Mr. Philip O. Rudy, CPA of White, Rudy & Company, LLP was in attendance to formally present the NRLCPC Year 2014 Audit. Mr. Rudy stated this was a clean audit and commended Richard Forry on the accuracy and timeliness of information provided and the accuracy of the budget. Board members expressed interest in knowing cost comparison per person to other police departments. Mr. Rudy noted that it would be difficult to compare to other departments due to differing situations within those departments.

A motion was made by John O. Yoder, III and seconded by Debra E. Dupler to approve the NRLCPC Year 2014 Audit as presented. All other members voted in favor of the motion.

6) Car Video/Camera System:

Chief Mark Mayberry indicated he received a quote from WatchGuard, GTAC Camera System and L3 Mobile. The total price of the 6 cameras for the cars and the server is \$42,070. Chief Mayberry noted that Mike Bridgehouse, IT consultant, recommended getting the server due to space issues on the current server. Chief Mayberry recommended purchasing the WatchGuard system. Chief Mayberry will check to see if there is a maintenance contract offered.

A motion was made by Debra E. Dupler and seconded by Lisa S. Heilner to purchase the WatchGuard System and server for \$42,070. All other members voted in favor of the motion.

7) Police Department Facilities:

Mr. Richard Forry stated legal notices will be published in the January 4 and January 25, 2016 editions of the Lancaster Newspaper. Bid Opening is being held February 9, 2016 at 2:00 p.m. and will be awarded February 15, 2016. West Donegal Township is being invited to the awarding of the contract for the building. Watkins will be in attendance to explain variances between the different contracts received and who they would recommend.

8) Advisements:

- The NRLCPD was approved to participate in the Buckle-Up Enforcement Wave starting November 23<sup>rd</sup> through November 30<sup>th</sup>, 2015. A total of 40 traffic citations were issued during this enforcement period. [The department was allocated \$1,700.00 dollars during this enforcement period.]

9) Correspondence:

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

10) Other Business: Chief Mayberry stated the promotion to Sergeant has been approved. The testing procedure will be a written test from PA Chiefs, an oral interview and an evaluation of job performance. Chief Mayberry noted the Association has agreed with this procedure and asked for the Commission's approval. The Board agreed with the procedure as stated.

Mr. John O. Yoder, III indicated this was Ralph Horne's last meeting and thanked him for his service. Mr. Ralph Horne stated he enjoyed his time on the Commission.

Ms. Debra Dupler thanked the Association for their assistance with the Christmas party on Saturday. Chief Mayberry stated the Association and Santa Claus will be delivering presents to families on Thursday morning.

11) Next regularly scheduled meeting of the Northwest Regional Lancaster County Police Commission will be held on Tuesday, January 26, 2016, 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 7:30 P.M. All members voted in favor of the motion.

Respectfully submitted,

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