

**Minutes of the Regular Meeting of the  
Northwest Regional Lancaster County Police Commission  
Held on February 23, 2016**

- 1) Debra E. Dupler called the meeting to order at 5:00 P.M. in the Mount Joy Township Municipal Building, 159 Merts Drive, Elizabethtown, PA 17022. Debra E. Dupler led the pledge of allegiance.
- 2) Roll Call: Present – Debra E. Dupler, Lisa S. Heilner, Gerald G. Cole, Douglas A. Hottenstein and John O. Yoder, III. Absent: None.

3) Organize for Year 2016:

A motion was made by John O. Yoder, III and seconded by Lisa S. Heilner to appoint Debra E. Dupler as Chair. All members voted in favor of the motion.

A motion was made by Debra E. Dupler and seconded by Gerald G. Cole to appoint Douglas Hottenstein as Vice Chair. All members voted in favor of the motion.

A motion was made by Lisa S. Heilner and seconded by Gerald G. Cole to appoint Richard E. Forry as Secretary/Treasurer. All members voted in favor of the motion.

4) Public Comment: None.

5) Consent Calendar:

- a. Approval and ratification of the minutes of the December 22, 2015 meeting.
- b. Accept and ratify 1) the Treasurer's Report for the period of December 1, 2015 through December 31, 2015, and January 1, 2016 through January 31, 2016 subject to audit; and 2) the Commission Treasurer's Certificate of Deposit summary report.
- c. Approve payment of all bills via Bill List #1-2016 in the amount of \$ 15,639.04; Bill List #2-2016 in the amount of \$ 27,167.05; and Bill List #3-2016 in the amount of \$ 82,070.41; and ratify payment of all payrolls for the period of December 12, 2015 through February 19, 2016, inclusive, in the amount of \$ 284,739.92, which represents five (5) pay periods.
- d. Hiring of Part-time Police Officer: Approve, ratify and confirm the hiring of Abigail M. Shaeffer as a part-time police officer, effective December 17, 2015, who has been/is to be compensated at the rate of \$21.08 per hour in 2015 and \$21.92 per hour in 2016.
- e. Hiring of Part-time Police Officer: Approve, ratify and confirm the hiring of Richard A. Gibble as a part-time police officer, effective February 23, 2016, who is to be compensated at the rate of \$21.92 per hour in 2016. Chief Mayberry noted that paperwork still needs processed and Officer Gibble may be starting in March.

A motion was made by Gerald G. Cole and seconded by Lisa S. Heilner to approve items a. through e. of the Consent Calendar as presented. All other members voted in favor of the motion.

6) Police Department Facilities:

Debra Dupler noted that a joint meeting of the NRLCPC and the Mount Joy Township Board of Supervisors will be held on March 1, 2016, beginning at 5:00 P.M., in order to review the bids submitted for the renovation of the former Fairview Elementary School and to take action relative to the same. John O. Yoder, III requested a PDF copy of the Bid Tabulations prior to the meeting.

7) Advisements:

- WatchGuard in-car cameras have arrived and installation of the cameras in the patrol vehicles began on February 22, 2016. Chief Mayberry stated WatchGuard will be installing the server and training will be held on March 14, 2016.
- Officer Charles A. Tobias completed a three-day Field Training Officer course.
- The written promotional test for Sergeant will be given on March 1, 2016 at 1:00 p.m. Three officers will be taking the exam.
- Drug 101 Training is being held at Bear Creek tonight.

8) Correspondence:

- a. Calls for Service – December 2015 and January 2016.
- b. Police Activity Report – December 2015 and January 2016.
- c. Overtime Report – December 2015 and January 2016.
- d. Police Cruiser Mileage Chart – December 2015 and January 2016.

9) Other Business: Rich Forry stated the April meeting is scheduled for the same day as the election and the meeting room will not be available. The April meeting will be rescheduled for Tuesday, April 19, 2016.

Ms. Debra Dupler noted that someone was online asking how you get an Infant Car Seat Safety Check. Ms. Dupler recommended a public service notice be posted at various times on Facebook to alert the public that NRLCPD offers this service.

10) Next scheduled meetings of the Northwest Regional Lancaster County Police Commission will be held on Tuesday, March 1, 2016 at 5:00 P.M. and Tuesday, March 22, 2016, beginning at 7:00 P.M, at the Mount Joy Township Municipal Building, 159 Merts Drive, Elizabethtown, PA 17022.

11) Adjournment:

A motion was made by John O. Yoder, III and seconded by Gerald G. Cole to adjourn the meeting at 5:22 P.M. All members voted in favor of the motion.

Respectfully submitted,

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