

**Minutes of the Regular Meeting of the  
Northwest Regional Lancaster County Police Commission  
Held on May 23, 2017**

- 1) John O. Yoder, III called the meeting to order at 7:05 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 – John O. Yoder, III; Lisa S. Heilner; Debra E. Dupler; Douglas A. Hottenstein and Philip F. Dunn.
- 3) Public Comment: None.
- 4) Consent Calendar:
  - a. Approval and ratification of the minutes of the April 25, 2017 meeting.
  - b. Accept and ratify 1) the Treasurer's Report for the period of April 1, 2017 through April 30, 2017 subject to audit; and 2) the Commission Treasurer's Certificate of Deposit summary report.
  - c. Approve payment of all bills via Bill List #09-2017 in the amount of \$ 55,876.74; Bill List #10-2017 in the amount of \$ 10,632.82; and ratify payment of all payrolls for the period of April 15, 2017 through May 12, 2017, inclusive, in the amount of \$ 134,787.47, 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) WatchGuard Video Car System:

Chief Mark Mayberry requested approval to purchase a WatchGuard in car camera system with the new unit to be installed in the Ford SUV (Car #11) which is primarily driven by Sergeant George and Sergeant Bryant. Chief Mayberry noted that the warranty has been extended for another year.

A motion was made by Debra E. Dupler and seconded by Douglas A. Hottenstein to approve the purchase of the WatchGuard in camera system to be installed in the Ford SUV (Car #11). All other members voted in favor of the motion.

6) Police Department Facilities:

Lisa S. Heilner noted the facilities are moving along on schedule for the end of August with just minor details to be worked out such as signs, doors, etc. Chief Mayberry indicated the door for the locker room has a window in it. Ms. Heilner noted they will be putting something opaque over the window. Ms. Dupler commented on how nice it looks and asked if moving logistics have been worked out. Chief Mayberry indicated he met with Phillips who will be moving some of the items as well as some items will not be moved. Chief Mayberry recommended file cabinets with arrest records be put in training room and then can work on unloading them into the new file cabinets. Everything in evidence will need to be moved by the officers themselves.

7) Advisements:

- Northwest Regional Lancaster County Police Department has been approved to participate in the Buckle Up program from May 15 to June 4, 2017. The NRLCPD was allocated \$3,330.00 dollars for enforcement.
- Officer Gavin C. Kline successfully completed Drug Recognition Expert (DRE) training. Officer Kline is the fourth municipal officer trained in Lancaster County and has had 4 call outs since completing training.
- Officer Seth A. Arnold completed additional Forensic Training with a final exam to occur in November.
- Officer Kenton L. Whitebread, Sr. participated in a "Teen Safe Driving" program. The event was held at the Lancaster County Public Safety Training Center.

- Officer Frank M. Jones, III attended training on the Data Master DMT Breath Testing Device.
- Officer Kenton L. Whitebread, Sr. also presented a “School Safety” program at the Bear Creek Elementary School.

8) Correspondence:

- a. Calls for Service – April 2017.
- b. Police Activity Report – April 2017.
- c. Overtime Report – April 2017.
- d. Police Cruiser Mileage Chart – April 2017.

9) Other Business:

Ms. Dupler noted that Chief Mayberry currently has a debit card. Regulation E protects individuals who have a debit card that is used fraudulently. There is no regulation that protects entities so whether it’s non-profit or for profit, any entity that has a debit card that is used fraudulently the entity would have to eat the amount of the fraud. Ms. Dupler recommended getting a credit card obtained in lieu of a debit card.

A motion was made by Lisa S. Heilner and seconded by Douglas A. Hottenstein to switch from a debit card to obtaining a credit card to be used by Chief Mayberry. Debra E. Dupler abstained from voting with all other members voting in favor of the motion.

- 10) Next scheduled meeting of the Northwest Regional Lancaster County Police Commission to be held on Tuesday, June 27, 2017 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 Debra E. Dupler and seconded by Douglas A. Hottenstein to adjourn the meeting at 7:20 P.M. All members voted in favor of the motion.

Respectfully submitted,

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