

**Minutes of the Regular Meeting of the  
Northwest Regional Lancaster County Police Commission  
Held on August 22, 2017**

- 1) John O. Yoder, III called the meeting to order at 7:00 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; Debra E. Dupler; and Douglas A. Hottenstein. Absent: Philip F. Dunn and Lisa S. Heilner.
- 3) Public Comment: None.
- 4) Consent Calendar:
  - a. Approval and ratification of the minutes of the July 25, 2017 meeting.
  - b. Accept and ratify 1) the Treasurer's Report for the period of July 1, 2017 through July 31, 2017 subject to audit; and 2) the Commission Treasurer's Certificate of Deposit summary report.
  - c. Approve payment of all bills via Bill List #15-2017 in the amount of \$ 53,047.51; Bill List #16-2017 in the amount of \$ 42,057.98; and ratify payment of all payrolls for the period of July 22, 2017 through August 18, 2017, inclusive, in the amount of \$ 121,925.68, which represents two (2) pay periods.

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

5) Elizabethtown Regional Booking Center:

Chief Mark Mayberry noted the regional booking center is located at the Elizabethtown Borough Police Department and is used by Elizabethtown Borough, Mount Joy Borough, Susquehanna Regional and Northwest Regional. The cost for sharing is estimated to cost \$1,688 for calendar year 2018.

A motion was made by Debra E. Dupler and seconded by Douglas A. Hottenstein to authorize the signing of the "Annual Agency Authorization" with the Elizabethtown Regional Booking Center for the calendar 2018. All other members voted in favor of the motion.

6) Additional Office Furniture Items:

Chief Mayberry requested the purchase of a wardrobe closet for Detective Henry; two book shelves for the sergeants' office; and additional filing cabinets for Detective Ember.

A motion was made by Debra E. Dupler and seconded by Douglas A. Hottenstein to authorize the purchase of furniture as per the quote from Phillips at an approximate cost of \$2,422. All other members voted in favor of the motion.

7) Installation of Parking Lot Signs:

Chief Mayberry requested Council allow the installation of "Do Not Enter" signs at the entrance to the Police Department's parking lot. Chief Mayberry noted the cost of the signs were \$565.30 and \$125.00 for onsite installation. Ms. Dupler noted she had seen the soccer fields were full of people and the police department parking lot was full whereas the Township parking lot only had two cars parked there. Ms. Dupler expressed concern about someone getting run over and noted the Township was also looking at putting up a fence to keep the kids from crawling under the cars to get the balls. Chief Mayberry noted he had spoken with the Township's Road Master who indicated they were in the midst of paving and recommended having Wolfpack install the signs.

A motion was made by Douglas A. Hottenstein and seconded by Debra E. Dupler to authorize the purchase and installation of 4' x 4' "Do Not Enter" signs at the entrance to the Police Department's parking lot at a cost of \$690.30 dollars from Wolfpack. All other members voted in favor of the motion.

8) Police Department Facilities:

Chief Mayberry noted open house is scheduled for October 16, 2017 from 5:00 to 7:00 P.M. Ms. Dupler indicated the Township would be hosting the Elizabethtown Chamber lunch on December 14, 2017 in the meeting room from 11:45 a.m. to 1:00 p.m. Chief Mayberry indicated there had been a blocked pipe issue that was taken

care of and are still working on getting the toilets in the cells to flush correctly and there is a punch list of fairly small items. There is an issue with the surveillance system as audio needs installed at various places and has requested a quote from Sage and noted the overflow locker room door needs changed to a key card door. Chief Mayberry indicated he would email the quote to the Commission.

9) Advisements:

- National Night Out went well and received a lot of good feedback.
- The Elizabethtown VFW Post 5667 held a K-9 fundraising event on August 19, 2017 raising approximately \$5,000.
- Elizabethtown American Legion Post 329 donated \$5,000.00 dollars to the K-9 program.
- Elizabethtown Sons of American Legion Post 329 donated \$1,000.00 dollars to the K-9 program.
- K-9 fund balance update will be provided at the September 2017 meeting and thank you notes will be sent to donors.

10) Correspondence:

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

11) Other Business:

Chief Mayberry noted that 911 Rapid Response is working on getting the last of the new cruisers in service. Chief Mayberry indicated that he had checked with first responders about items remaining at Merts Drive and Mastersonville Fire Company is interested in seeing what's available. The Commission suggested contacting the Food Bank, Mount Joy Fire Company and Gears to see if they would have interest in the remaining furniture.

Ms. Dupler asked if the audit has been started for 2016 with Mr. Forry noting it has not and still has a few items to complete prior to starting the audit.

- 12) Next scheduled meeting of the Northwest Regional Lancaster County Police Commission to be held on Tuesday, September 26, 2017 beginning at 7:00 P.M, at the Mount Joy Township Municipal Building, 8853 Elizabethtown Road, Elizabethtown, PA 17022.

13) Adjournment:

A motion was made by Douglas A. Hottenstein and seconded by Debra E. Dupler to adjourn the meeting at 7:35 P.M. All members voted in favor of the motion.

Respectfully submitted,

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