

**Minutes of the Regular Meeting of the  
Northwest Regional Lancaster County Police Commission  
Held on September 26, 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; Douglas A. Hottenstein; Philip F. Dunn and Lisa S. Heilner.
- 3) Public Comment: None.
- 4) Consent Calendar:
  - a. Approval and ratification of the minutes of the August 22, 2017 meeting.
  - b. Accept and ratify 1) the Treasurer's Report for the period of August 1, 2017 through August 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 #17-2017 in the amount of \$ 74,431.13; Bill List #18-2017 in the amount of \$ 14,077.44; and Bill List #19-2017 in the amount of \$102,366.99; and ratify payment of all payrolls for the period of August 9, 2017 through August 18, 2017, inclusive, in the amount of \$ 137,752.44, which represents two (2) pay periods.
  - d. NRLCPC Non-Uniformed Employee Pension Plan Fund – 2018 Minimum Municipal Obligation: Approve and ratify the Commission Treasurer's transmittal of the 2018 Minimum Municipal Obligation Worksheet to the Pennsylvania Municipal Retirement System, P.O. Box 1165, Harrisburg, PA 17108-1154, for non-uniformed employees.
  - e. NRLCPC Uniformed Employee Pension Plan Fund – 2018 Minimum Municipal Obligation: Approve and ratify the Commission Treasurer's transmittal of the 2018 Minimum Municipal Obligation Worksheet to Conrad Siegel Actuaries, 501 Corporate Circle, P.O. Box 5900, Harrisburg, PA 17108-1154, for uniformed employees.

A motion was made by Debra E. Dupler 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.

5) Change Meeting Date – November 2017:

Chief Mayberry noted that he would not be available for the November meeting. After some discussion, it was noted that the meeting date for November is the 28<sup>th</sup> and Chief Mayberry would be available so the November 28, 2017 meeting remains as advertised.

6) 2018 – Rental Fee – Police Department Facilities:

Mr. Hottenstein asked what the rental fee was in 2017. Mr. Richard Forry indicated the fee was \$5.78 per square foot which is the same fee used for the old building at 4,219 per square foot and the new building is 7,780. Per square foot with the police department rental fee for 2018 being \$45,000. Chief Mayberry noted PSP was able to use the facilities yesterday for interviews.

A motion was made by Lisa S. Heilner and seconded by Douglas A. Hottenstein to approve the police department rental fee of \$45,000 for 2018. All other members voted in favor of the motion.

7) Advisements:

- The 2017/2018 Aggressive Driving and Buckle Up Enforcement Grant Extension Agreement forms have been completed, signed and returned to the grant coordinator.
- Currently awaiting items that have been ordered from Phillips Office Supply. [Chair arm extenders were ordered and most of the chairs have been fixed. We're still waiting for seven (7) chairs to be fixed, the wardrobes and other items that were ordered after last meetings approval].
- Wolf Pack has installed the signs at the Police Department driveway entrance.

- 2017 Police Cruiser Update – All the vehicles are in service, but are still waiting for cage parts for car #9. The car is in service, but the cage is not in the vehicle.

8) Correspondence:

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

9) Other Business:

Ms. Dupler asked if police activities could be tracked to see if there are trends. Chief Mayberry noted calls do not appear to have trends. Ms. Dupler indicated the open house is scheduled for October 16, 2017 from 4:00 p.m. to 7:00 p.m.

- 10) Next scheduled meeting of the Northwest Regional Lancaster County Police Commission to be held on Tuesday, October 24, 2017 beginning at 7:00 P.M. at the Mount Joy Township Municipal Building, 8853 Elizabethtown Road, Elizabethtown, PA 17022.

11) Adjournment:

A motion was made by Debra E. Dupler and seconded by Douglas A. Hottenstein to adjourn the meeting at 7:15 P.M. All members voted in favor of the motion.

Respectfully submitted,

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