

**Minutes of the Regular Meeting of the  
Northwest Regional Lancaster County Police Commission  
Held on November 28, 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; Lisa S. Heilner and Philip F. Dunn.
- 3) Public Comment: None.
- 4) Consent Calendar:
  - a. Approval and ratification of the minutes of the October 24, 2017 meeting.
  - b. Accept and ratify 1) the Treasurer's Report for the period of October 1, 2017 through October 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 #22-2017 in the amount of \$ 335,153.87; Bill List #23-2017 in the amount of \$ 18,617.45; and ratify payment of all payrolls for the period of October 14, 2017 through November 24, 2017, inclusive, in the amount of \$ 196,095.73, which represents three (3) pay periods.
  - d. Calendar Year 2017 Audit: Authorize the Chair of the NRLCPC to sign the engagement letter from White, Rudy & Company, LLP dated November 16, 2017 whereby the scope of the annual audit to be performed of the calendar year 2017 records is set forth.

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

5) NRLCPC Year 2016 Audit:

Mr. Philip O. Rudy, CPA of White, Rudy & Company, LLP was in attendance to present the NRLCPC Year 2016 audit. Ms. Dupler noted her concern about the comments regarding formal policy and procedures due to a small office staff and requested Mr. Forry provide suggestions. Ms. Dupler indicated her hope that the 2017 audit would be more timely so items noted can be addressed.

A motion was made by Debra E. Dupler and seconded by Lisa S. Heilner to accept the 2016 audit as presented. All other members voted in favor of the motion.

6) Presentation – Elizabethtown Grange:

Ms. Sue Espenshade and other members of the Elizabethtown Grange were in attendance to present a donation of \$600.00 for the NRLCPD K-9 unit. Chief Mayberry expressed his gratitude for this donation and commented that the Grange had also donated toward the purchase of tasers to the department last year. Mr. Forry indicated approximate funds that have been raised to date is between \$50-55,000.

7) Collective Bargaining Unit – NRLCPC/NRPA – Period: January 1, 2018 - December 31, 2022:

Mr. Yoder indicated negotiations and discussions have been completed with the Association relative to the proposed Collective Bargaining Agreement for the period of January 1, 2018 through December 31, 2022. Officer Michael Shetter presented the Police Association Memorandum of Understanding for the 90-day look that was discussed and requested the Commission sign. Officer Shetter noted that the family sick leave has been finalized for the new contract but the verbage needs to be clarified by adding to the 3 sick day leave “per occurrence”. Ms. Dupler indicated the contract indicates in addition to the sick leave the officers accumulate, they can use 3 sick days per year for someone other than themselves. Additional discussion ensued between the Commission and the Police Association regarding the CBA with the Commission deciding to table the item.

A motion was made by Debra E. Dupler and seconded by Philip F. Dunn to table this item until the December meeting. All other members voted in favor of the motion.

8) Advisements:

- Detective Frank H. Ember, Jr. and Detective Kenneth M. Henry both attended a Pennsylvania State Police Behavioral Analysis Training.
- Officer Seth A. Arnold has completed his final Forensic Training calls and took the certification examination.
- Detective Frank H. Ember, Jr. completed PACIC Intel Officer Training.

9) Correspondence:

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

10) Other Business:

Mr. Yoder indicated his term as West Donegal Township Supervisor ends December 2, 2017 and expressed how much he enjoyed serving on the Commission.

- 11) Next scheduled meeting of the Northwest Regional Lancaster County Police Commission to be held on Tuesday, December 19, 2017 beginning at 7:00 P.M, at the Mount Joy Township Municipal Complex, 8853 Elizabethtown Road, Elizabethtown, PA 17022.

12) Adjournment:

A motion was made by Debra E. Dupler and seconded by Lisa S. Heilner to adjourn the meeting at 7:58 P.M. All members voted in favor of the motion.

Respectfully submitted,

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