

**Minutes of the Regular Meeting of the
Northwest Regional Lancaster County Police Commission
Held on August 28, 2018**

- 1) Lisa S. Heilner called the meeting to order at 7:00 P.M. in the Mount Joy Township Municipal Building, 8853 Elizabethtown Road, Elizabethtown, PA 17022. Lisa S. Heilner led the pledge of allegiance.
- 2) Roll Call: Present – Lisa S. Heilner; David W. Sweigart, III; Eric W. Kreider and Douglas A. Hottenstein.
Absent: Debra E. Dupler.
- 3) Public Comment: None.
- 4) Consent Calendar:
 - a. Approval and ratification of the minutes of the July 24, 2018 meeting.
 - b. Accept and ratify 1) the Treasurer's Report for the period of July 1, 2018 through July 31, 2018 subject to audit; and 2) the Commission Treasurer's Certificate of Deposit summary report.
 - c. Approve payment of all bills via Bill List #15-2018 in the amount of \$ 43,398.85; Bill List #16-2018 in the amount of \$ 1,250.00; Bill List #17-2018 in the amount of \$ 31,070.94; and Bill List #18-2018 in the amount of \$ 79,132.72; and ratify payment of all payrolls for the period of July 21, 2018 through August 17, 2018, inclusive, in the amount of \$ 141,307.14, which represents two (2) pay periods.

A motion was made by David W. Sweigart, III 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) NRLCPC Year 2017 Audit:

Mr. Philip Rudy of White, Rudy & Company, LLP was in attendance to present the NRLCPC Year 2017 Audit. Mr. Rudy indicated a review was done rather than an audit which is more analytical of the process. Mr. Rudy noted non-uniform and uniform pension monies are audited by the state and therefore were not part of the review. The Department is in extremely good financial shape noting that funds are currently being held in bank products or CDs and earning very little interest recommending the long term monies be invested in mutual funds or commercial paper. Salaries and benefits are 85% of the overall budget. Mr. Rudy commented on Richard Forry's ability to predict budget expenses and revenues every year. Mr. Rudy noted overall the Department had a balanced budget with a \$100,000 to the positive commenting that for the 17,000 residents covered by the Department, a family of four pays \$700 a year for police coverage.

6) Northwest EMS:

The Northwest Regional Lancaster County Police Commission donated \$1,000 with the Northwest Regional Police Association donating \$500 towards the purchase of ballistic vests for officers who respond to EMS calls. Donation checks were presented to Scott Kingsboro, Director of Northwest EMS, towards the goal of \$30,000 with Mr. Sweigart giving a personal donation of an additional \$500 towards the purchase of a vest.

7) Records Management System:

Chief Mark Mayberry indicated the NRLCPD needs a different records management system due to Metro Alert (the current RMS) being purchased by another company and the new company will not be supporting the program. Most of the agencies within the County are looking to purchase CODT RMS. Chief Mayberry recommended CODY RMS indicating the fee to purchase the software is \$46,591 and includes a 5-day training, migration of data, cloud hosting and 24/7 support. With the cloud based storage system, the current servers will not need to be upgraded to allow for additional storage. The annual renewal fee will be \$11,689.00. Chief Mayberry noted that the current RMS program only allows 5 users at a time whereas the CODY RMS allows for 27 users. This system will also include a module for evidence tracking and CODY RMS allows the sharing of information with county agencies using this system. Northern Regional is going to apply for a cooperative grant among the departments so there is a possibility a grant could be awarded to help pay for the costs.

A motion was made by David W. Sweigart, III and seconded by Douglas A. Hottenstein to authorize the purchase of CODY RMS at a cost of \$46,591.00. All other members voted in favor of the motion.

8) Lancaster County Drug Task Force:

Sergeant John Burkhart was planning to attend to update the NRLCPC on the activities of the Lancaster County Drug Task Force and had a scheduling conflict. He is planning to attend the September meeting.

9) Purchase Cruiser:

Chief Mayberry indicated he received a quote on a 2019 Dodge Charger in the amount of \$26,950.00 which would replace one of the current cruisers. The patrol car being taken out of service has over 100,000 miles and transmission issues are beginning to occur. Hondru Dodge will be coming out to look at the car to get a trade-in value on the patrol car which will go towards the price of the new vehicle.

A motion was made by Douglas A. Hottenstein and seconded by Eric W. Kreider to authorize the purchase of one (1) 2019 Dodge Charger f in the amount of \$26, 950.00. All other members voted in favor of the motion.

10) Advisements:

- Officers Frank M. Jones, III and Carl J. Bergmark assisted as Instructors/Counselors in the week-long Pennsylvania State Police Camp Cadet Program.

11) Correspondence:

- a. Calls for Service – July 2018.
- b. Police Activity Report – July 2018.
- c. Overtime Report – July 2018.
- d. Police Cruiser Mileage Chart – July 2018.

12) Other Business: Chief Mayberry reported favorable comments are being received on the speed sign from residents.

13) Next scheduled meeting of the Northwest Regional Lancaster County Police Commission to be held on Tuesday, September 25, 2018 beginning at 7:00 P.M, at the Mount Joy Township Municipal Complex, 8853 Elizabethtown Road, Elizabethtown, PA 17022.

14) Adjournment:

A motion was made by David W. Sweigart, III and seconded by Douglas A. Hottenstein to adjourn the meeting at 7:43 P.M.

Respectfully submitted,

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