

**Minutes of the Regular Meeting of the
Northwest Regional Lancaster County Police Commission
Held on October 23, 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; Eric W. Kreider, David W. Sweigart, III; and Douglas A. Hottenstein.
Absent: Debra E. Dupler.
- 3) Public Comment: None.
- 4) Consent Calendar:
 - a. Approval and ratification of the minutes of the September 25, 2018 meeting.
 - b. Accept and ratify 1) the Treasurer's Report for the period of September 1, 2018 through September 30, 2018 subject to audit; and 2) the Commission Treasurer's Certificate of Deposit summary report.
 - c. Approve payment of all bills via Bill List #21-2018 in the amount of \$ 138,405.64; Bill List #22-2018 in the amount of \$ 391,350.53; and ratify payment of all payrolls for the period of September 15, 2018 through October 12, 2018, inclusive, in the amount of \$ 140,858.43, which represents two (2) pay periods.
 - d. Approve the list of 2019 meeting dates and authorize the advertisement thereof as required by law.

A motion was made by David W. Sweigart, III and seconded by Douglas A. Hottenstein to approve items a. through d. of the Consent Calendar as presented. All other members voted in favor of the motion.

- 5) Investment Up-Date – Police Pension Plan - Morgan Stanley – Bruce W. Debord, CFP was in attendance to give an update on the investment of NRLCPC's Police Pension funds. Mr. Debord noted the portfolio has been managed well and has given a very good rate of return. All pension payments have been able to be made out of income flow. Mr. Debord indicated there are some signs of downward movement in the market and the rate of returns may not continue to be as good as they have to date and recommended the Commission consider moving a large portion of next years pension contribution from portfolios with the U.S. Stock Market into the international sleeve portfolio. These funds would then be sitting offshore and the bulk of these dollars would be in European markets. Very little funds would be in Asian markets and none would be in the emerging markets or developing markets.

- 6) NRLCPC Headquarters – Rental Fee:

Mr. Richard Forry indicated an updated worksheet was provided to Commissioners in their packet showing \$300,000.00 in renovations cost that hasn't been paid as well as insurance and utilities. The rental fee works out to \$7.17 per square foot with the Police Commission utilizing 7,780 square feet for an annual fee of \$55,800. If the Commission is in agreement, he will revise the lease agreement and bring it back to the next meeting for signing.

A motion was made by David W. Sweigart, III and seconded by Eric W. Kreider to revise the lease agreement with Mount Joy Township by establishing the annual rental fee for the NRLCPC Headquarters at \$55,800. All other members voted in favor of the motion.

- 7) Renovation Reimbursement to Mount Joy Township:

Mr. Forry indicated a total listing of renovation expenses were included in the Commissioners packet. The total amount of \$229,098.73 needs reimbursed from the Commission to the Township. Mr. Forry recommended splitting the cost between two years with a payment of \$100,098.73 which has been budgeted in 2018 and the balance to be paid in 2019.

Motion by David W. Sweigart, III and seconded by Eric W. Kreider to establish \$229,098.73 as the total dollar amount for those renovation items that are to be reimbursed to Mount Joy Township which are specifically police department related and to authorize \$100,098.73 to be reimbursed during 2018 and \$129,000.00 to be reimbursed during 2019. All other members voted in favor of the motion.

8) NRLCPC 2019 Budget:

Mr. Forry noted that a copy of the proposed budget was provided to West Donegal and Mount Joy Townships. Healthcare increased 16.5% and West Donegal Township recommended approaching Benecon. Benecon has been approached in previous years and has been more costly. Mr. Forry proposed transferring \$60,000.00 out of the General Fund to be placed in the NRLCPC Capital Reserve Fund during Year 2019 and the transfer of \$62,400.00 to be placed in the NRLCPC Accrued Compensated Absences Fund during 2019. The budget includes salary reimbursement from the County of Lancaster for Harry Cleland, the purchase of 2 police cruisers as replacements, promotion of 1 existing officer to the rank of Detective, the hiring of 1 full-time police officer and the hiring of 1 full-time police secretary. Mr. Forry indicated the proposed municipal funding for Mount Joy Township would be \$2,006,930.00 and West Donegal would be \$1,616,342.00. The proposed budget includes an increase of 8.37% in municipal contributions. After some discussion, the Commission requested the hiring of a police officer be removed from the budget and to review expenditures to see what could be trimmed.

9) Advisements:

- NRLCPD personnel will be participating in “No Shave November” with proceeds from the event going to a police officer from New Holland Police Department.
- The NRLCPD will be participating in the National Drug Take Back event on Saturday, October 27, 2018 from 10:00 a.m. to 2:00 p.m. The event is being held at the Giant Food Store, 1278 South Market Street, Elizabethtown, PA 17022.
- The NRLCPD has been contacted by CODY representative, Randy Cole, who will be working with NRLCPD in the migration of ALERT data and getting us set up with CODY RMS System.
- Scot Reppert from Hondru Dodge is estimating the new Dodge Charger to arrive sometime between the middle to the end of November 2018.
- The NRLCPD will be participating in the next Aggressive Driving Wave starting October 22, 2018 and concluding on November 25, 2018.
- The NRLCPD is participating in the Cram-A-Cruiser Event with the Department being at Weis Market on November 10, 2018 from 10 a.m. to 12 p.m. and then November 17, 2018 at the Giant Food Store collecting non-perishable food items for the Elizabethtown Community Cupboard.
- Sergeant Michael R. Bryant will be participating in the 22nd Annual Operation Safe Stop on October 24, 2018. This event is held in conjunction with the PA Department of Transportation and the Elizabethtown Area School District.
- Officer Frank M. Jones, III attended a five-day Crisis Intervention Training seminar.
- Officer Kristopher N.W. Hart attended a two-day Active Shooter Training seminar.

10) Correspondence:

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

11) Other Business: None.

12) Next scheduled meeting of the Northwest Regional Lancaster County Police Commission to be held on Tuesday, November 27, 2018 beginning at 7:00 P.M, at the Mount Joy Township Municipal Complex, 8853 Elizabethtown Road, Elizabethtown, PA 17022.

13) Adjournment:

A motion was made by David W. Sweigart, III and seconded by Douglas A. Hottenstein to adjourn the meeting at 8:10 P.M.

Respectfully submitted,

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