

**Minutes of the Regular Meeting of the
Northwest Regional Lancaster County Police Commission
Held on January 22, 2019**

- 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 – Debra E. Dupler; Douglas A. Hottenstein; Lisa S. Heilner, Eric W. Kreider and John E. Martin, II. Absent: None.

3) Organize for Year 2019:

A motion was made by Debra E. Dupler and seconded by Eric W. Kreider to appoint Douglas A. Hottenstein as Chair. All members voted in favor of the motion.

A motion was made by Lisa S. Heilner and seconded by John E. Martin, II to appoint Debra E. Dupler as Vice Chair. All members voted in favor of the motion.

A motion was made by John E. Martin, II and seconded by Lisa S. Heilner to appoint Richard E. Forry as Secretary/Treasurer. All members voted in favor of the motion.

4) Public Comment: None.

5) Consent Calendar:

- a. Approval and ratification of the minutes of the December 19, 2018 meeting.
- b. Accept and ratify 1) the Treasurer's Report for the period of December 1, 2018 through December 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 #27-2018 in the amount of \$ 39,406.11; Bill List #1-2019 in the amount of \$ 23,734.21; and ratify payment of all payrolls for the period of December 8, 2018 through January 18, 2019, inclusive, in the amount of \$ 244,387.71, which represents three (3) pay periods.

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

6) Retirement of Officers:

Chief Mark Mayberry informed the Commission that in addition to Officer Randall J. Aument retiring February 28, 2019, Officer Kenton L. Whitebread, Sr., who has been with the department over 25 years, will be retiring on July 2, 2019. Chief Mayberry noted that he will miss both of these officers as they are pillars of the department and requested approval to hire two (2) officers to replace the officers who are retiring. Commissioner Dupler requested the interview schedule be distributed to the Commissioners. Mr. Richard Forry indicated the budget would be able to handle the hiring of the replacement officers. Chief Mayberry noted that Sergeant Dan George has indicated he will be retiring in February of 2020 and Lieutenant Steinhart has entered the drop program.

A motion was made by Debra E. Dupler and seconded by Lisa S. Heilner to authorize Chief Mayberry to proceed with the hiring of two (2) police officers to replace Officers Aument and Whitebread. All other members voted in favor of the motion.

7) Purchase of Computers:

Chief Mayberry reported that with the change to CODY RMS program, Mike Bridgehouse had to evaluate the department PC's to see if they could handle the program. Mike Bridgehouse recommended purchasing four (4) HP SB EliteDesk 800 G4 SFF Core I7 Computers and five (5) LED 27" monitors. Chief Mayberry requested permission to purchase these items to make the upgrade necessary for the CODY RMS conversion at a cost of \$5,701.25. These computers will replace those for himself, Detective Henry, Detective Tobias and Tracy's computer in the office.

A motion was made by Debra E. Dupler and seconded by John E. Martin, II to authorize the purchase of four (4) computers and five (5) monitors per the quote dated January 7, 2019 from CDW-G. All other members voted in favor of the motion.

8) Advisements:

- The NRLCPD and EPD have partnered with Blue Prints for Recovery who administer a program for individuals suffering from a substance abuse problem and assist those individuals with getting the help needed.
- The 2019 Dodge Charger ordered in September has arrived and the graphics have been installed. The vehicle is currently at 911 Rapid Response for up-fit.
- The CODY Records Management System conversion is in progress with a go live date at the end of March 2019 - early April 2019.
- The K-9 program received a \$7,000.00 donation check from Nordstrom.
- Officers Tyler R. Seidel and Seth A. Arnold attended a two-day Street Smart Cop seminar.
- Officer Kristopher N.W. Hart attended a one-day Taser Re-certification training seminar.

9) Correspondence:

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

10) Other Business:

Chief Mayberry indicated he will send the Commissioners a copy of the schedule of interviews. Lieutenant Steinhart, Sergeant George, Sergeant Bryant, and himself will be conducting the interviews.

- 11) Next scheduled meeting of the Northwest Regional Lancaster County Police Commission to be held on Tuesday, February 26, 2019 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 John E. Martin, II to adjourn the meeting to Executive Session at 7:25 P.M.

Respectfully submitted,

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